



HEALTH AND SAFETY MANAGEMENT SYSTEM



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

Signed:  Date: 31st January 2019

Reviewed by Steve Musson, Managing Director, The Flooring Centre

Signed:  Date: 31st January 2019

0.1 Document Control List

Document created: 30.04.16 | Last revision: 31.01.19

An effective health and safety system is based on recognising a risk exists, evaluating that risk, taking action to control the risk and then checking to prove the controls are effective.

Health and Safety Documents

0.1 DOCUMENT CONTROL CHECKLIST

1.0 COMMITMENT

2.0 PLANNING

3.0 RISK MANAGEMENT

4.0 TRAINING AND SUPERVISION

5.0 INCIDENT AND ACCIDENT

6.0 PARTICIPATION

7.0 EMERGENCY READINESS

8.0 SUBCONTRACTORS AND VISITORS

9.0 OBSERVATION

References

1. Work Safe ACT Government (2011). *Occupational health and safety management system*. Australian capital territory, Australia: Office of regulatory services
2. NSAI National Standards Authority of Dublin (2010). *OHSAS 18001 Occupational health and safety management*. A detailed guideline. Dublin, UK: Author. MD-19-02 Rev4
3. ACC Accident Compensation Corporation (2012). *How to implement safer workplace practices*. A guide to workplace health and safety. Wellington, New Zealand: Author. WCM924
4. ACC Accident Compensation Corporation (2014). *ACC workplace safety discount application for those with employees*. Guidelines to understanding the audit standard. Wellington, New Zealand: Author. ACC6747
5. MBIE Ministry of Business Innovation and Employment (2013). *Good Governance Practices Guideline for Managing Health and Safety Risks*. Wellington, New Zealand: Author. ISBN 978-0-478-41345-8

6. 1.1 Health and Safety Policy

Document created: 25.02.16 | Last revision: 17.12.2018

Policy Overview

The Flooring Centre management and workers are committed to a healthy and safe environment for all workers, subcontractors, visitors and other contractors on our sites.

We will do this by ensuring:

- Compliance with all health and safety statutes, the new HSW Act 2015 and any amendments, regulations and supporting codes of practice, and relevant standards or guidelines;
- Implementation and continuous improvement of our health and safety system and procedures.

Officers and managers will implement, maintain & improve the health and safety system, by:

Reviewing systems and policies to ensure they remain relevant and appropriate, and:

- Taking responsibility for the health and safety of all workers and sites under their direction;
- Ensuring an understanding of health and safety management relative to their positions;
- Establishing measurable health and safety criteria and reviewing performance of all managers;

Managing and identifying all hazards and taking steps to control exposure to significant hazards and:

- Ensuring workers are aware of all hazards, and controls are in place, so they can work safely;

Training, inducting and providing information required to work safely, and:

- Ensuring all workers are competent, or appointing a competent person to supervise all work;

Investigating all incidents, identifying contributing factors and formulating corrective actions, and:

- Encouraging accurate, timely and early reporting of all incidents, injuries, pain or discomfort;
- Providing treatment and rehabilitation to ensure a safe, early and durable return to work;

Actively promoting worker participation and consultation in health and safety, and:

- Empowering workers' to elect health and safety committee members and / or representatives;
- Consulting with the elected health and safety committee, workers and their representatives;

Ensuring emergency readiness, and:

- Implementing, communicating and testing site specific emergency plans and procedures;

Consulting with, and managing the health and safety of, all subcontractors and visitors

- Ensuring contractors actively manage their hazards and implement effective control measures.

Workers will share in the commitment of maintaining a healthy and safe workplace, and:

- Properly use all safety equipment and clothing ensuring the safety of themselves and others;
- Participate in all safety training relevant to their work and follow all safe work procedures;
- Take an active role in the company's return to work plan and health monitoring plan;
- Take care of the safety of themselves and others from the tasks they are doing;
- Actively report any pain or discomfort, incidents and hazards;

Overall responsibility for the implementation of this policy is with the Directors



Val Scobie
Director

Steve Musson
Managing Director

Date signed: Dec 2018 Revision date: Dec 2019

1.2 Drug and Alcohol Policy

Document created: 12.12.15 | Last revision: 17.12.18

Policy statement

The Flooring Centre is committed to a drug, alcohol and other substance which alters physical or mental performance free environment. We hold ourselves to very high professional standards and accordingly we are committed to ensure the well-being and safety of all our workers, customers and suppliers.

This policy provides information and guidance to our workers, clarity around various clauses within our Employment Agreement, and explains the likely consequences in case the policy is breached. If you are an employee, this policy forms part of the terms of your employment; if you are a contractor this policy forms a condition of our contract of engagement with you.

This policy applies to our workers, contractors and visitors who conduct business with us. It does not create an employment relationship between us and our contractors.

Responsibilities

The Flooring Centre considers the use of drugs and or alcohol in the workplace to be unacceptable behaviour. This policy requires:

- Workers are not impaired in their ability to perform their duties safely;
- Workers shall work together to build trust and respect for our business, and our clients', reputation;
- The company and workers to keep errors, accidents and injuries to an absolute minimum;
- Workers to ask for help without fear of reprisal;
- Ensure our workers can learn and develop, supported in a culture of trust and integrity
- Workers who report their use or suspect another workers use of drugs, alcohol or other substance are not victimised and their privacy and confidentiality is protected as far as possible.

Workers and contractors will ensure they:

- Report promptly the inappropriate use of drugs, alcohol or other substance in accordance with this policy and accept responsibility for their actions or inactions;
- Ask for help if they are, or they suspect another worker is, under the influence of drugs, alcohol, or other substance;
- Inform managers in writing of any prescription or over-counter drugs with their manager to assess the impact on tasks. No employee is to undertake work in any safety sensitive role if under the influence of any medication (whether prescribed or otherwise) without permission in writing from their supervisor. Any act of engaging in a safety sensitive role without this permission shall be an act of serious misconduct which may lead to termination.

This policy has been developed in consultation with our workers. Responsibility for the implementation of this policy is shared by all directors, workers, contractors and employees

Two handwritten signatures in blue ink. The first signature is 'Val Scobie' and the second is 'Steve Musson'.

Val Scobie
Director

Steve Musson
Managing Director

Date signed: Dec 2018 Revision date: Nov 2019

1.3 Return to Work Policy

Document created: 25.02.16 | Last revision: 17.12.2018

Policy Overview

The Flooring Centre is committed to preventing injury and illness by providing a safe and healthy working environment. If an injury does occur, we will ensure an early return to work (RTW) by any injured worker is considered normal practice at our company.

Workers' responsibilities

Workers must notify their supervisor of a work related injury as soon as possible after an incident. They must cooperate and participate in the establishment of an injury management plan.

Workers are required to cooperate with management in facilitating the RTW process. Including working with any reasonable workplace changes designed to assist the injured worker.

If a worker fails to participate in a RTW plan endorsed by the treating medical practitioner then benefits may cease, offer of suitable employment withdrawn and disciplinary action may occur.

Return to work process

Where practical, suitable duties will be identified in line with medical advice. The injured worker, the treating doctor, the RTW Coordinator, and ACC case manager are to be consulted in writing via the RTW plan.

Suitable duties for the injured worker are to take into account the nature of the injury and must be meaningful activities for the worker and the workplace.

If the worker cannot return to their pre-injury job after completion of the rehabilitation process, or go to a suitable available alternative position, then they may be terminated on medical grounds.

No injured worker will be disadvantaged or prejudiced by undertaking rehabilitation, or participating in a RTW plan. Relevant provisions are to be made for workers with specific needs.

Return to work coordinator responsibilities:

- Complete the incident investigation and ensure the worker has received adequate medical care;
- Assist the injured worker to remain at work or when reasonable return to suitable work;
- Develop an appropriate Return to Work plan in consultation with, and with assistance from, the injured worker, the ACC case manager and the treating medical practitioner;
- Monitor and review the Return to Work plan and injured worker's progress. Consult the worker, and where appropriate their representative, to ensure the RTW plan is operating effectively;
- Ensure that participation in the Return to Work plan will not disadvantage the injured worker.

Overall responsibility for the implementation of this policy is with the Directors

Two handwritten signatures in blue ink. The first signature is 'Val Scobie' and the second is 'Steve Musson'.

Val Scobie
Director

Steve Musson
Managing Director

Date signed: Dec 2018 Revision date: Dec 2019

1.4 Bullying & Aggression Policy

Document created: 09.11.15 | Last revision: 17.12.2018

Policy overview

The Flooring Centre is committed to a workplace that is free from bullying, harassment and aggressive behaviour. We hold ourselves to very high professional standards and accordingly we are committed to ensure the well-being and safety of all our workers, customers and suppliers.

This policy is intended to provide information and guidance to our workers and to explain likely consequences in case the policy is breached. This policy applies equally to all workers employed and engaged by The Flooring Centre.

Policy aim and conduct

The Flooring Centre considers bullying, harassment and aggression or occupational violence to be unacceptable behaviour. We aim to:

- demonstrate professional and ethical behaviour and consistently work together in a way that builds trust and respect for our business, and our clients', reputation;
- keep errors, accidents and injuries to an absolute minimum;
- ensure our workers perform their duties in a professional, accurate, positive, diligent, productive, safe and healthy manner;
- ensure our people can learn and develop, supported in a culture of trust and integrity;
- respect other workers, customers and their families and demonstrate a willingness to consider different perspectives and resolve issues;
- report, and respond promptly to any unreasonable and inappropriate conduct

Responsibilities

The Flooring Centre encourages all workers to report workplace bullying, harassment or aggressive behaviour. Managers and supervisors are responsible for ensuring that workers who make complaints, and witnesses, are not victimised.

Every worker is responsible for being aware of and acting and reporting in accordance with this policy. Workers must accept responsibility for their actions and not take part in any bullying, harassment, aggressive or violent behaviour towards others.

Overall responsibility for the implementation of this policy is with the Directors.



Val Scobie
Director

Steve Musson
Managing Director

Date signed: Dec 2018

Revision date: Dec 2019

1.5 Health Monitoring Policy

Document created: 25.01.16 | Last revision: 17.12.2018

Policy overview

The Flooring Centre is committed, where reasonably practicable, to the elimination or isolation of tasks that could expose a worker to a significant hazard that could affect their health.

The Flooring Centre understands that using personal protective equipment and other minimisation techniques is a measure of last resort.

This policy is intended to provide information and guidance and to explain the requirements and outcome of health monitoring. This policy applies equally to all our workers employed and engaged.

Policy aim

When a significant hazard or hazardous substance cannot be eliminated, isolated or substituted then exposure will be minimised by:

- Putting in place physical control measures e.g. ventilation to minimise exposure to workers;
- Ensuring written procedures are used to minimise harm to a worker e.g. task analysis;
- Providing protective equipment and clothing to those workers we employ;
- Ensure workers we engage wear the protective equipment and clothing required for their tasks;
- Monitoring exposure to the hazard e.g. sound levels, dust or gas sampling, or asbestos testing;
- Always looking to prevent or minimise exposure.

Where minimisation is used to control significant hazards and protect workers from exposure to hazardous work, legislation requires that health monitoring must be undertaken.

Health monitoring activities will be undertaken for employed workers at the cost of The Flooring Centre and at the cost of the subcontractor for their workers.

Responsibilities

The Flooring Centre managers and supervisors are responsible for ensuring all workers are not exposed to hazards that could affect their health.

Every worker is responsible for ensuring their health and safety at work, obeying reasonable and lawful instructions, wearing or using all suitable PPE, and ensuring no one else is harmed by anything they do or don't do at work.

Overall responsibility for the implementation of this policy is with the Directors.

Handwritten signatures in blue ink. The signature on the left is 'Val Scobie' and the signature on the right is 'Steve Musson'.

Val Scobie
Director

Steve Musson
Managing Director

Date signed: Dec 2018

Revision date: Dec 2019

1.6 Environmental Policy

Document created: 17.03.16 | Last revision: 17.12.2018

Policy Overview

The Flooring Centre is committed to controlling and managing its activities to ensure a healthy and safe environment for all workers, subcontractors, visitors and other contractors on our sites.

The Flooring Centre is serious about its environmental responsibilities, setting an example of best practice, and protecting the environment.

Policy Objectives

- Comply with applicable environmental laws and regulations, together with any other statutory provisions and relevant codes of practice;
- Apply responsible standards where statutory provisions and codes of practice do not exist;
- Choose suppliers and products which minimise the impact on the environment where reasonably practicable;
- Avoid the unnecessary use of hazardous materials and processes, and take reasonable steps to prevent damage to either public or ecological health where such materials are in essential use;
- Promote and improve environmental awareness and understanding throughout the company;
- Provide appropriate training, skills and knowledge for all workers to manage environmental risk;
- Use, store, transport and dispose of all chemicals in a way that avoids or minimises adverse effects on the environment;
- Respond quickly and effectively to incidents resulting from operations and cooperate with industry organisations and government agencies;
- Maintain a safe and healthy working environment for all workers with adequate welfare facilities;

Overall responsibility for the implementation of this policy is with the Directors



Val Scobie
Director



Steve Musson
Managing Director

Date signed: Dec 2018

Revision date: Dec 2019

1.7 PPE Policy Statement

Document created: 22.05.16 | Last revision: 17.12.2018

Policy overview

The Flooring Centre is committed, where reasonably practicable, to the elimination or minimisation of tasks that could expose a worker or visitor to significant risk that could cause harm.

The Flooring Centre understands that using personal protective equipment (PPE) is often essential but that it is the last line of defence.

This policy is intended to provide information and guidance on the use of, wearing, maintaining and storing of PPE. For specific activities refer to the risk register, task safety analysis and hazardous substances register for any PPE requirements.

Policy aim

Wherever there are risks to the health and safety of workers, subcontractors and visitors that cannot be adequately controlled in other ways, then PPE will be:

- Selected based on the task risk assessment to ensure it is fit for purpose;
- Required to be used by all workers and subcontractors as indicated and visitors where applicable;
- Provided to The Flooring Centre workers together with training on how to use it safely including;
 - Being aware of when PPE is necessary;
 - Knowing what kind of PPE is necessary for specific tasks;
 - Understanding the limitations of PPE in protecting workers from harm;
 - Knowing how to put it on, adjust it and take it off correctly;
 - Knowing how to maintain and clean the PPE.
- Provided by subcontractors for their workers together with training on how to use it safely;
- Provided to visitors together with supervision to ensure the PPE is worn correctly;

Responsibilities

Managers and supervisors are responsible for; enforcing the use of PPE by all workers, visitors and subcontractors where it is identified PPE is required; for verifying that all workers have been trained to use PPE safely; and ensuring all workers are issued with the correct PPE for their tasks.

Workers are responsible for; ensuring their health and safety at work, obeying reasonable and lawful instructions, using and wearing all suitable PPE, and ensuring other workers or visitors wear the appropriate PPE so that they are not harmed by anything they do or don't do at work.

Overall responsibility for the implementation of this policy is with the Directors.

Two handwritten signatures in blue ink. The first signature is 'Val Scobie' and the second is 'Steve Musson'. Both are written in a cursive, flowing style.

Val Scobie
Director

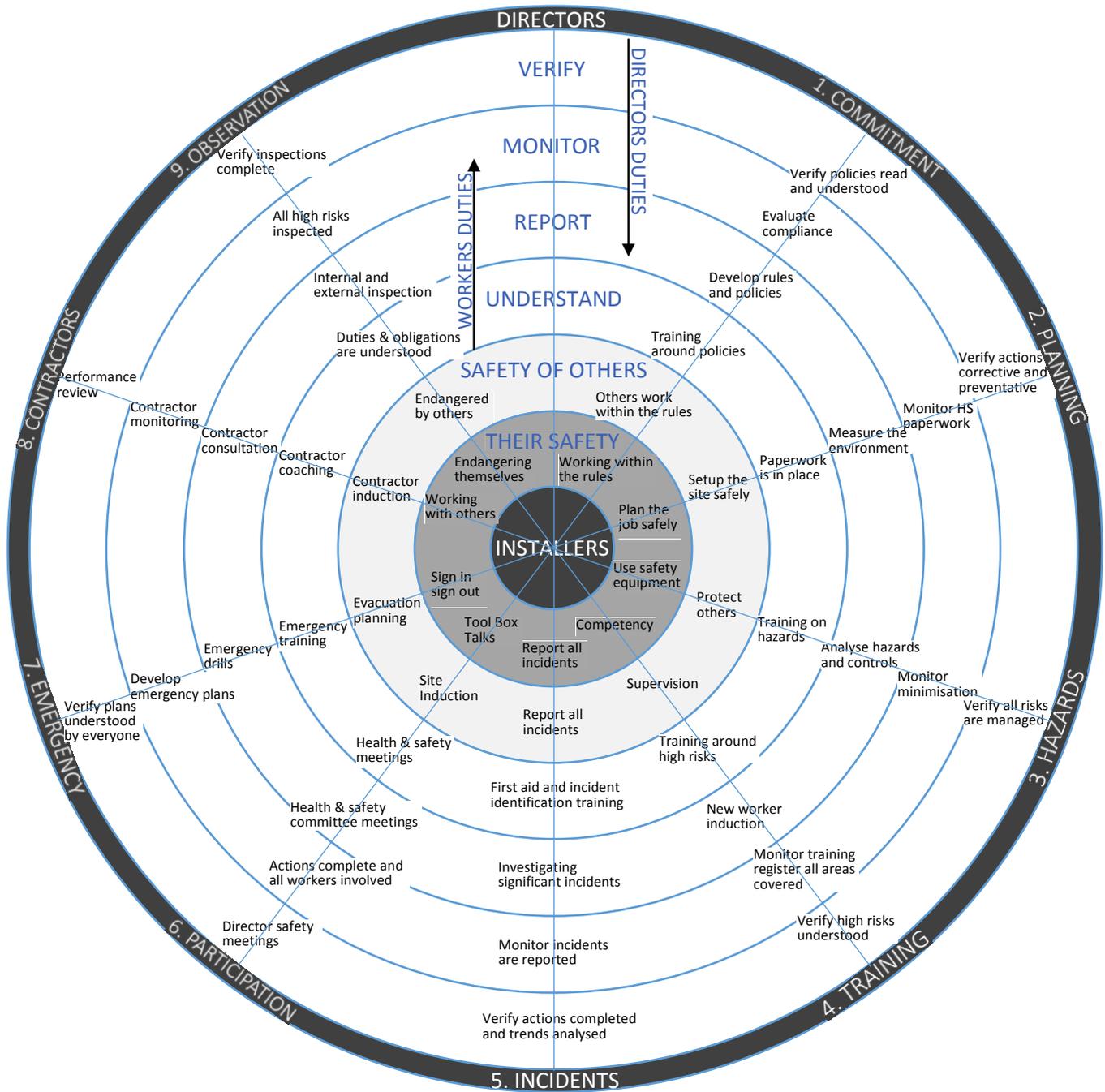
Steve Musson
Managing Director

Date signed: Dec 2018 Revision date: Dec 2019

2.1 Planning and Duties Map

Document created: 01.10.15 | Last revision: 12.09.17

This diagram overlaps or merges ACCs workplace safety management practices (WSMP) nine point framework with the new Health and Safety at Work (HSW) ACT 2015 officers duties, workers duties and the PCBUs primary duty of care

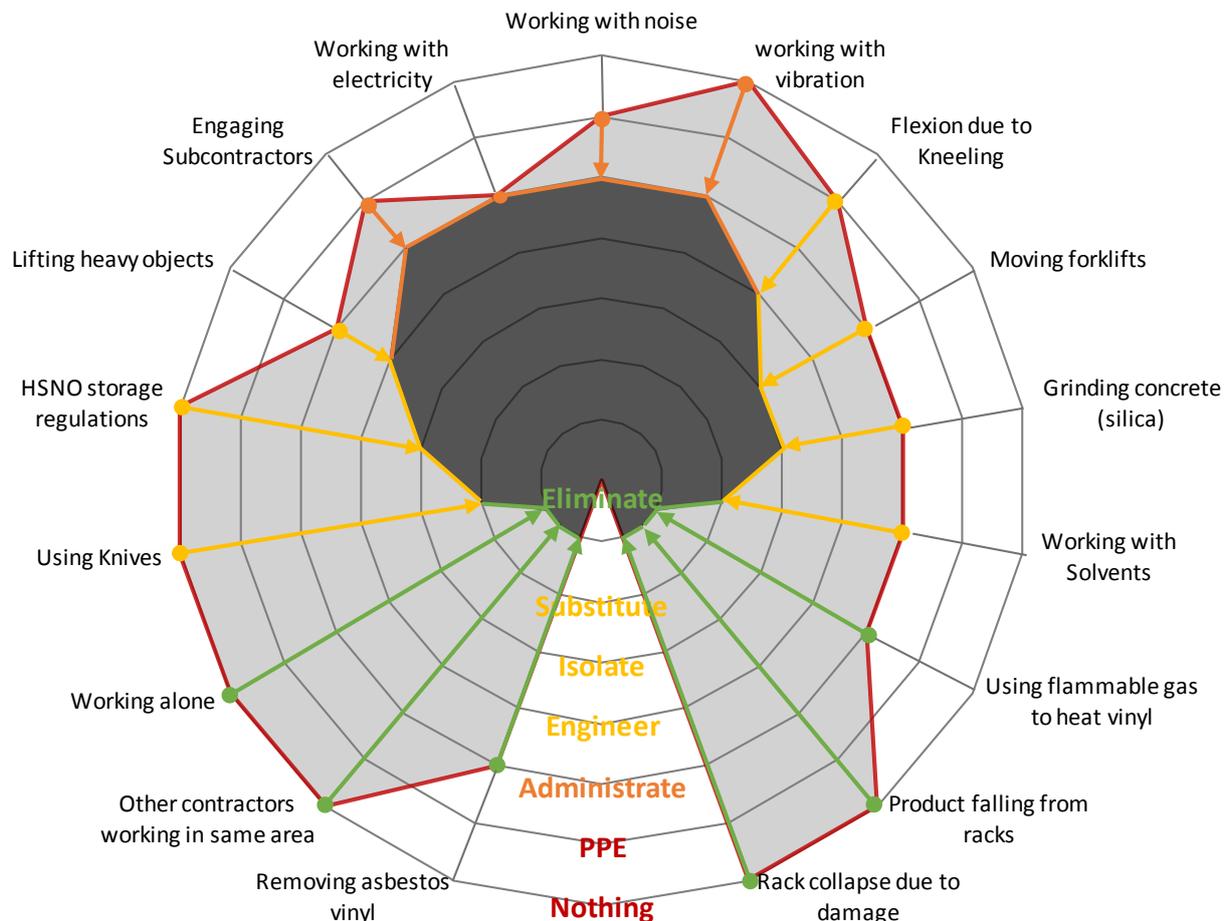


2.3 Risk Profile Chart

Document created: 20.04.16 | Last revision: 12.09.17

This risk profile chart shows The Flooring Centre’s key health and safety risks at a point in time.

The red line indicates what we are doing now to control each risk and the dark area shows what we should be doing to control each risk. E.g.: the risk ‘working with solvents’ is being controlled using PPE and administrative controls and should be controlled by substituting toxic for non-toxic solvents.



Risk must be controlled by eliminating or minimising it
Each risk might require more than one control

Most effective Least effective	ELIMINATION Avoid the source of harm altogether
	MINIMISATION
	Substitution Use nontoxic solvents
	Isolation-preventing contact Safety barriers between forklift & people
	Engineering controls Use mechanical ventilation
	Administrative controls Processes, training, supervision, signage
	Personal protective equipment PPE Seat belts, ventilators, gloves, glasses
Some or no controls Inconsistent use of controls	

3. Risk Management

Document created: 31.10.17 | Last revision: 31.01.19

Identifying Workplace Risks & Hazards

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

The Installation Supervisor or a designated leading hand 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.

Office / Warehouse 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.

Risk & Hazard Registers

The identification form can be used to help assess if a risk or hazard can be eliminated or minimised.

The risk and hazard registers are reviewed on an annual basis or updated when new hazards have been identified.

Risk & Hazard Identification Training

All employees are trained on the hierarchy of control, Task Analysis using the risk matrix during the daily safety checks and the tool box training sessions.

Hazard Reviews and Monitoring

Hazard registers are reviewed formally every 6 months.

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. Standard Operating Procedure (SOP) will be developed for the new or modified equipment.

Employee Involvement in risk and Hazard Identification

All employees are consulted and given the opportunity to participate in hazard identification and other health and safety decisions.

Induction Procedure

All TFC staff and contractors are briefed as to the risks and hazards on site and emergency procedures.

- Emergency Procedures & Emergency exits
- Specific site safety rules & Designated Assembly Area
- Hazards on site.
- What protective clothing / equipment are required?
- Amenities on site.

4. Training

Document created: 31.10.17 | Last revision: 31.01.19

Identification of Training Needs

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

Review of Training Methods

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

First Aid Training

All leading hands and project managers receive basic emergency first aid training to ensure there is adequate cover for the office and onsite.

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.

On the Job Training

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

Document Control

A copy of all training and certification will be kept on file and the training register updated when new or refresher courses have been completed.

5. Incident & Accident

Document created: 07.11.17 | Last revision: 31.01.19

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 Facilitator immediately.

Reported on the company accident form and copied to the office

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

Notified to our Safety Consultant, ASAP.

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

All serious harm accidents are investigated to establish preventative actions.

Our Team Leaders/ Heads of Department or Health & Safety Facilitator 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 Facilitator immediately.

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

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.

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 Worksafe 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.

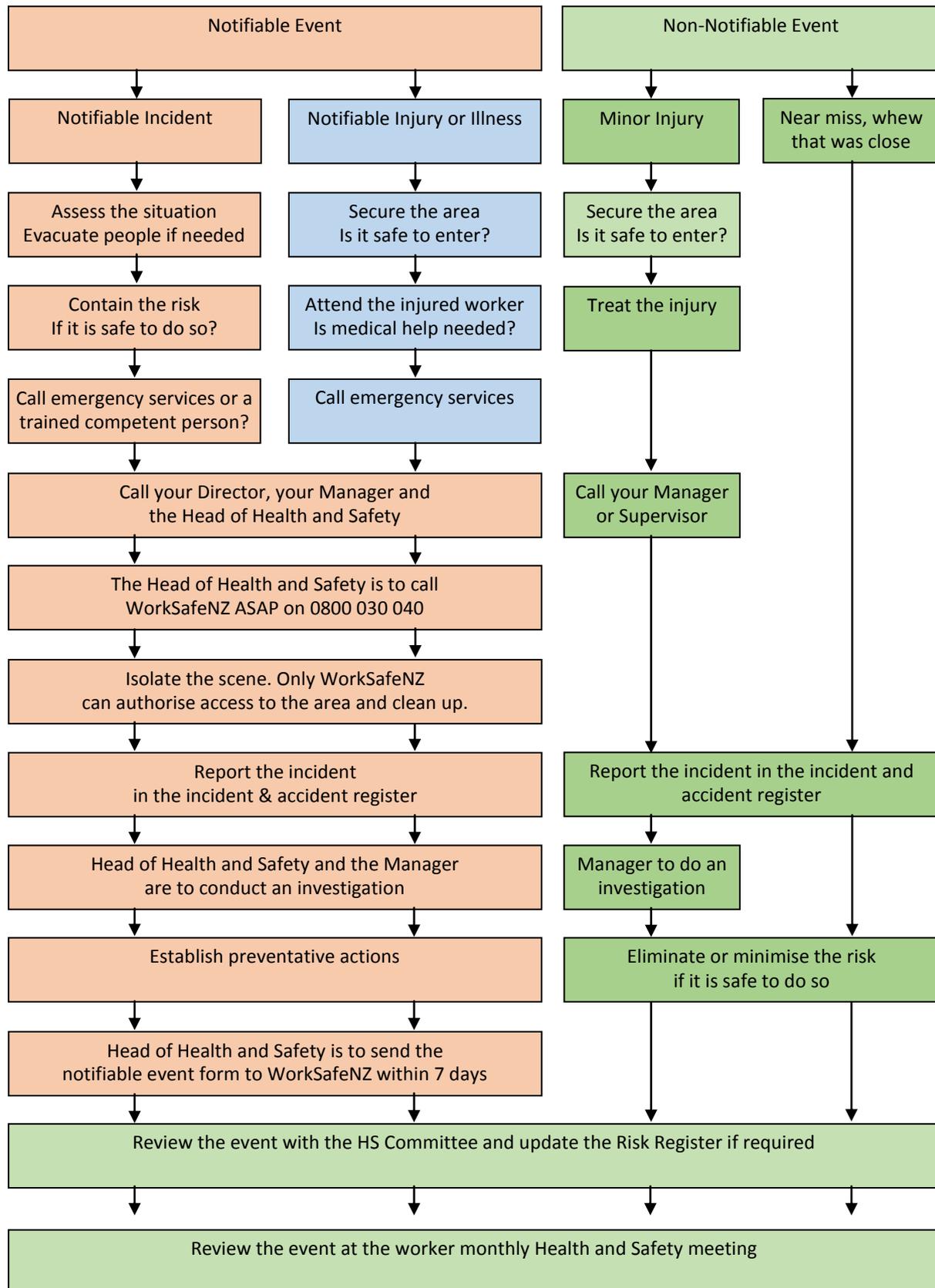
Corrective actions are identified on the investigation form the hazard register is updated if the hazard has not been previously identified.

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.

5.1 Notifiable Event Chart

Document created: 05.03.16 | Last revision: 31.01.19



5.1.1 Notifiable Event Definition

Document created: 05.03.16 | Last revision: 31.01.19

What is a notifiable injury or illness?

A notifiable injury or illness is defined in the Health and Safety at Work Act 2015 as:

- a. any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid) - the amputation of any part of his or her body; a serious head injury; a serious eye injury; a serious burn; the separation of his or her skin from an underlying tissue (such as degloving or scalping); a spinal injury; the loss of a bodily function; or 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 - with micro-organisms; or that involves providing treatment or care to a person; or that involves contact with human blood or bodily substances; or that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or that involves handling or contact with fish or marine mammals:
- e. any other injury or illness declared by regulations to be a notifiable injury or illness

What is a notifiable incident?

A notifiable incident is defined in the Health and Safety at Work Act 2015 as:

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 capsizes, 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

For examples and to use the WorkSafeNZ notifiable event tool go to this link:

<http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-event-problem-solver>

6.1 Duties and Responsibilities

Document created: 06.06.16 | Last revision: 31.01.19

DIRECTORS OR OFFICERS

The duty of due diligence cannot be delegated or outsourced. Responsibilities include to:

- | | |
|---|---|
| 1. verify all tasks are completed without risk to any workers, subcontractors or visitors | 7. verify actions from any incidents are completed |
| 2. verify that all workers are trained in correct use of safety equipment and are monitored | 8. verify every worker and contractor complies with all policies and reprimands those that do not |
| 3. verify actions from any inspections are completed | 9. verify workers undertake identified health and safety training or are supervised |
| 4. verify all workers have a means to communicate and consult on all health and safety matters | 10. verify appropriate resources and processes are available for all safety initiatives |
| 5. verify all workers and subcontractors have up to date documentation for their tasks | 11. understand any new regulations that may affect the business and undertakings |
| 6. appoint competent persons as the Heads of Health and Safety, Departments and as Project Managers | 12. recognise and reward safe behaviour |
| | 13. verify policies are reviewed and work effectively |
-

HEAD OF HEALTH AND SAFETY

Is responsible for ensuring the safety and health of all workers. Responsibilities include to:

- | | |
|--|--|
| 1. prove that all tasks are undertaken without risk to any workers or visitors | 7. prove that all incident investigations are signed off and any actions are completed |
| 2. prove that all workers who wear safety equipment are trained and health monitored | 8. ensure managers and subcontractors comply with all policies and reprimand those who do not |
| 3. prove that all safety reports and inspections have been completed and actions dealt with | 9. prove that there is an adequate number of appropriately trained workers across the PCBU |
| 4. prove that all workers are participating in any safety meetings and discussions | 10. prove that appropriate resources and processes are available for all safety initiatives |
| 5. prove all contractors have provided all safety information and worker task analysis is up to date | 11. ensure new regulations that affect the company are incorporated into all policies and procedures |
| 6. prove that all heads of departments, managers, team leaders and supervisors are competent | 12. promote a positive culture through enthusiasm and interest for health and safety in all activities |

HEADS OF DEPARTMENT OR PROJECT MANAGERS

Are responsible for operational safety of their department or projects. Responsibilities include to:

- | | |
|---|--|
| 1. ensure all tasks are undertaken without risk to any workers or visitors | 7. participate in any investigation and follow up to ensure actions are completed |
| 2. ensure workers are trained to use and wear all safety equipment | 8. ensure team leaders and workers comply with all policies and reprimand those who do not |
| 3. ensure safety reports and inspections are undertaken to confirm safe work practices | 9. ensure all workers are competent and trained appropriately or supervised |
| 4. ensure all workers are participating in any safety meetings and discussions | 10. ensure there are appropriate resources and processes available for all safety initiatives |
| 5. ensure all workers and subcontractors have (or have provided) the correct safety information | 11. communicate new regulations that affect TFC |
| 6. appoint competent team leaders and supervisors | 12. promote a positive culture through enthusiasm and interest for health and safety in all activities |
-

TEAM LEADERS AND INSTALLATION SUPERVISORS

Are responsible for operational safety in their work area or site. Their responsibilities include to:

1. ensure safe work practices at all times for all tasks
2. ensure workers use or wear all safety equipment
3. undertake safety reports and inspection weekly
4. undertake weekly safety meetings and discussions
5. supervise the work on site at all times either personally or using a competent assistant
6. appoint a competent person as your 2IC
7. report problems, ensure actions are completed and participate in incident investigations
8. promote and enforce all policies and rules and reprimand workers who do not comply
9. provide on the job training and ensure workers are competent or supervised
10. identify and report where any resources and processes are required for safety initiatives

WORKERS INCLUDING SUBCONTRACTORS AND EMPLOYEES

Every worker is responsible to:

1. take reasonable care of the safety of themselves and others working near them
2. wear or use all safety equipment at all times
3. maintain and leave their work site in a safe condition
4. Participate in safety meetings and discussions
5. comply with task analysis and instruction for the task they or other workers are doing
6. be aware of what tasks and equipment they are competent to undertake or use
7. report all incidents openly and accurately
8. comply with safety policies and rules at all times and ensure others do as well
9. conduct their tasks in a safe manner and in accordance with their training and experience
10. identify and report any safety initiatives

SUBCONTRACTORS AS A PCBU

Every subcontractor who has been engaged to work on any of our sites is responsible to:

1. fulfil the duties of PCBU for their operations
2. ensure a safe work method and task analysis is implemented for all their work activities
3. ensure all their workers comply with responsibilities listed under workers below
4. ensure all their workers are competent to do the task or supervised at all times
5. follow all safety procedures and site rules
6. comply with any direction given to them by the site supervisor
7. ensure all workers undertake a site specific safety induction before starting work
8. ensure they have the correct tools and safety equipment for the task

HEALTH AND SAFETY CONSULTANT

To make a strong contribution a trained safety person should:

1. have access to relevant safety legislation and knowledge of health and safety principles
2. ensure that any corrective actions from site inspections are followed through
3. contribute to safety issues at corporate level
4. communicate health and safety and ensure workers can participate in decision making
5. respond to incidents in a timely manner
6. ensure that worker training in health and safety is effective
7. have nationally recognised Occupational Health and Safety qualifications
8. maintain skills and knowledge of current workplace OHS legislation and initiatives
9. consult with workers to address any health and safety concerns and provide feedback

7. Emergency Readiness

Document created: 07.11.17 | Last revision: 31.01.19

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.

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 and restocked every 6 months by an external company. Monthly vehicle checks are completed to ensure the first aid kits are still present in vehicles.

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.

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 Facilitator for the Safety Committee to review.

Review of Emergency Procedures

Site evacuation training and practices are held every 6 months.

A report is produced detailing performance and improvements required.

Visitors, Contractors sign in process

All Visitors and contractors working on site are to sign in and out of the visitors register located at the main reception desk in the Blenheim Rd showroom, and the Wigram office. All registers are located by the closest exit door in the office.

8. Sub-Contractors

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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 in on the contractor induction sheets as evidence that they understand the safety requirements on site or the site safety induction sheet.

Contractor Pre-Qualification

All Contractors who complete work on behalf of The Flooring Centre (TFC) are to go through a pre-qualification process. The following documents are to be completed prior to commencing any work for TFC:

- Signing sub-contractor agreement
- Completion of H&S Evaluation
- Provide TFC a copy of H&S Policy
- Provide TFC a copy of site safe card

Contractor Insurance

All Contractors who work on site on behalf of TFC are to provide a copy of their current insurance certificate with a minimum of \$2 million public liability cover.

Building Construction Passport

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

Site Specific Safety Plan

Where required a Site Specific Safety Plan will be completed by TFC and all contractors are to adhere to the conditions in that Plan. Notes are to be made if there are changes in their process.

9. Quality Assurance

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QA Policy

The Flooring Centre Quality Assurance process emphasizes management, knowledge, skills, personal integrity, confidence and expertise, within our organization, to achieve the ultimate customer experience. This is achieved with a combination of procedural documentation and on site management throughout, ensuring our clients a totally integrated system.

All sub-contractors and leading hands are expected to QA their own work prior to leaving site, ensuring their work is of high quality and compliant with AS/NZ flooring standards. Project Managers are also responsible to monitor this quality carrying out random inspections.

Commercial Contracts

Commercial contract work may have specific standards or requirements in the specification that must be adhered to. In this event, these specifics will be communicated to the installer, prior to undertaking the work.

Standards

The Flooring Centre commitment to Quality Assurance on all carpet installation, vinyl installation and floor preparation is carried out in accordance with NZ Standards: AS/NZ 2455 and AS/NZ 1884.