



HEALTH AND SAFETY MANUAL

Contents

Contents.....	2
Health and Safety Document.....	6
Management Responsibility	6
Review of Current Legislation	7
Health and Safety Objectives	7
Document Controls	7
Individual Privacy	7
Health and Safety Definitions	8
The Company	8
Accident	8
All Practical Steps	8
Harm:	8
Hazard:.....	8
Hazard Control:	9
Isolation of plant:	9
Incident:.....	9
Plant:.....	9
Principal:.....	9
Significant Hazard:.....	9
Serious Harm:.....	9
Safety Officer:	10
Site Specific Safety Plan	10
Tagging:.....	10
Vehicle:	10
Working at Height:	10
Health and Safety Meetings	11
Health and Safety Agenda	11
Health and Safety Minutes	11
Health and Safety Representatives	11
Health and Safety Officers Responsibility.....	12
Health and Safety Employee Participation	13
Health and Safety - Employees duties	13
Health and Safety Personal Protective Equipment	13
Safety Employment Induction.....	14
Safety Induction Training.....	14
Behaviour & Attitudes	15
Violence at work.....	15
Harassment at work	15
Racial Harassment:	15
Sexual Harassment	16
Investigating a Complaint	16
Visitor and Contractors Safety	17
Responsibility for Visitors Procedure	17
Visitor Emergency Guide	17
Emergency Wardens.....	17
Warden Training.....	17
Emergency Safety.....	18
Emergency Procedures.....	19
Earthquake.....	19
Emergency Evacuations	19

Evacuation Procedure.....	19
Fire Procedure.....	19
Gas Leak.....	20
Medical	20
Wardens.....	20
Incident Reporting, Recording and Investigation.....	21
Near Misses (No Injury):	21
Accidents Involving Injury (not serious harm)	22
Accidents Involving Serious Harm Injury	22
Contractor Incident/Accident Report	22
Incident Investigation Procedure	22
Failure to Record Accidents	23
First Aid Procedure.....	23
First Aid Personnel Training	23
First Aid Kits	23
Hazard Identification	24
Identification Area.....	24
Identification Task	24
Identification Environment.....	24
Hazard Identification Information.....	24
Hazard Reporting and Identification	25
Hazard Control	25
Risk Management.....	26
Risk Expectation	26
Risk Control.....	26
Site Specific Safety Plan	27
Benefits of the Site Specific Safety Plan	27
Safety Inspection.....	28
Safety Responsibilities -Training Officer	28
Safety Inspection Procedure	28
Safety Action	28
Safety Training Procedure	28
Sub Standard Condition or Practice	29
Corrective Action definition:.....	29
Alcohol and Drugs	30
Alcohol and Drug Procedure	30
Alcohol and Drug Testing.....	30
Alcohol and Drug Testing Procedure.....	30
Alcohol, Drug Use and Medical Conditions.....	31
Motor Vehicle Safety (all means of transport)	32
Motor Vehicle Management Procedures	32
Drivers Responsibilities.....	32
Car / Truck Safety	32
Mobile Phones	32
Vehicles are Smoke Free.....	33
Motor Vehicle Accidents.....	33
Motor Vehicle Accidents Procedures	33
Forklift Safety	33
Forklift Responsibility	34
Stress and Fatigue	35
Stress and Fatigue Procedures.....	35
Rehabilitation.....	36

Rehabilitation Program.....	36
Rehabilitation Co-ordinator	36
Rehabilitation Responsibilities and Authorities	36
Rehabilitation Employees to Report	37
Rehabilitation Appointed Doctor	37
Return to Full Duties.....	37
Hazardous Substances.....	38
Storage Procedure.....	38
Moving Procedure.....	38
Chemical Spill - Indoors	39
Smoke Free	39
Working at Heights.....	40
Responsible Working at Heights	40
Avoidable Working at Height.....	41
Prevent Falls or Objects from Height:	41
Scaffold Platforms	41
Working Platforms, Gangways and Runs.....	42
Avoid Accidents and Injuries Working at Heights	42
Work on Roofs Control Measures	43
Harness Safety.....	43
Harness working at Height Rules – Safety First.....	44
The Hierarchy of Control	44
Rescue when Working at Height.....	45
Rescue Plan.....	45
Conditions for Rescue.....	45
Working at Height Response must be Immediate	45
Fall Arrest Plan for Working at Height.....	46
Working at Height Considerations for Rescue	46
Anchor Points are an important part of any rescue system	47
Types of Rescue.....	47
Considerations for Carrying Out a Rescue	47
Contractors Responsibility	49
Contractors Health and Safety Procedures.....	49
Conduct a Risk Assessment with Contractors.....	50
Discuss Safety Issues with Contractors.....	50
Induct the Contractor Team on to the Site.....	50
Contractor Safety Procedure	51
Worksite Induction.....	51
Hot work in Restricted Areas	51
Flammable Substances	51
Isolation of Operating Equipment.....	51
Vehicles and Traffic	51
Use of Tools & Equipment	52
Materials and Substances Handling	52
Storing Procedures	52
Warning Signs.....	52
Personal Protective Equipment.....	52
Housekeeping.....	52
Manual Handling	52
Contractor’s Requirements.....	52
Confined Spaces.....	53
Definition of Confined Space	53

Typical Hazards in Confined Spaces	53
Safety Measures for Confined Spaces	53
Safety Equipment for Confined space	54
Safety Procedure Confine Spaces.....	54
Assessing the Risks of Confined Spaces.....	54
Confined Spaces Emergencies	55
Commit to Memory Confined Spaces.....	55
Isolation	56
Health & Safety Definition of Lockout Methods	56
Isolation	56
Lockout Device	56
Starter Switch.....	56
Interlock.....	56
“Danger –Do Not Operate” Tag	56
Management’s Responsibility for Isolation	56
Supervise the Isolation Process.....	56
Supervise the De-isolation Process	57
Employee’s Responsibility for Isolation.....	57
Ladders	58

Health and Safety Document

The Health and Safety in Employment Act 1992 sets down the obligations that apply to all employers and employees for maintaining Health and Safety in the workplace. It is a non-prescriptive act in that it generally identifies the duties required under the act and penalties that can be imposed in cases of noncompliance, rather than a series of strict procedural steps to be complied with.

Detailed in this manual are policies and procedures that A-Z Rigging & Scaffolding has developed, documented and put into practice to ensure a healthier and safer workplace for all employees.

By working to the procedures detailed in this manual, compliance with the Act will be achieved. On that basis compliance with this manual is mandatory for management and employees at all times. Any departure from the requirements of this manual must be approved by Company management and the Health and Safety committee.

The Company will ensure that employees are adequately protected from all hazards over which the Company has influence. The Company will therefore ensure that a system is in place that methodically identifies, assesses and manages actual and potential hazards in the workplace.

The identification and control of hazards (both actual and potential) is core to the management of Health and Safety. At A-Z Rigging & Scaffolding we actively manage the safety of all employees and persons on our premises (including visitors) or when working at a client's site. This is achieved by implementing a number of processes to identify all hazards and manage the potential risk they represent. Known hazards will be listed in the Site Specific Safety Plan.

Identification and control process examples used include the development and regular review of safe working practices, tool box meetings, employee input, and work standards pertaining to our business, hazard identification, hazard register, auditing procedures, incident investigation, operational review and assessment.

These processes represent a multiple approach to identification and control. It is recognised that because hazards can generally be identified under a number of categories such as physical, chemical, biological, psychological, ergonomic and environmental, a better outcome will be achieved using more than one identification process.

Management Responsibility

This document describes the policy of A-Z Rigging and Scaffolding in regards to the identification, control and review of hazards involved in the core business as well as safety and safe working practices either on our own premises or at a client's site. All procedures shall be under constant review for upgrading and updating. All policies and methods are reviewed by management and the Health and Safety representative on an annual basis.

Implementing safe working practices at the principal site or premises as part of the job task for the client in no way releases the client from their obligations under the Health and Safety in Employment Act 1992 to provide a safe environment to work in and manage all hazards both actual and potential as laid down in the Act. The principal and or the client still have the overall responsibility for all persons on site, lawfully or not.

Review of Current Legislation

The Health and Safety Policy shall be reviewed annually by senior management and the Health and Safety committee and Company policy will be made available to all staff.

Health and Safety Objectives

To reduce the Company's ACC premiums by undertaking and passing the Safety practices and audits set down by the Health and Safety Employment Act 1992 as well as Standards New Zealand, Occupational Safety and Health and The Department of Labour.

To ensure that management and employee representatives are actively involved in the Company's Health and Safety system, developments and implementation and to ensure that all workplace accidents are accurately recorded and reported within 48 hours of the accident occurring.

To increase the awareness of Health and Safety to employees through appropriate Health and Safety meetings, training, pamphlets and opportunities to ensure that appropriate Health and Safety training is provided to all employees

Document Controls

Documenting the Health and Safety manual starts with consultation with management and other representatives of the Company and compilation of relevant legislation, codes of practice, work standards and New Zealand Standards to ensure their requirements are included in procedures.

A-Z Rigging and Scaffolding Health and Safety policies are the ultimate responsibility of Company Directors in conjunction with the Health and Safety members and other parties who may be involved. All policies and procedures must be approved and no modification allowed without the express written approval of those responsible.

The Company management will notify relevant persons of any changes and advise when policies and procedures have been updated and signed off with approval.

Individual Privacy

In New Zealand anyone who holds information about someone else must comply with the Privacy Act (1993). Individual Privacy is a person's right to keep information about themselves private. A-Z Rigging & Scaffolding employees are to exercise total discretion towards any third party on all matters concerning businesses, policies, management and employees. Personnel records are the property of the Company and access to the information they contain is restricted. Employees may review their own personnel file in the Company's offices in the presence of an individual appointed to maintain the files.

Health and Safety Definitions

The Health and Safety in Employment Act and this manual repeatedly use certain terms which may not be familiar to the reader, however their meaning is quite critical. Where such terms are used in the text they have the meaning as stated below.

The Company

For the purpose of this document where the words “The Company” are stated, they refer to A-Z Rigging & Scaffolding Limited.

Accident

Means an event that causes any person to be harmed, or in different circumstances might have caused any person to be harmed

All Practical Steps

Means all practicable steps in relation to achieving any result in any circumstances, means all steps to achieve the result that it is reasonably practicable to take in the circumstances, having regard to

- the nature and severity of the harm that may be suffered if the result is not achieved; and
- the current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
- the current state of knowledge about harm of that nature; and
- the current state of knowledge about the means available to achieve the result, and about the likely efficacy of each of those means; and
- the availability and cost of each of those means.

For the avoidance of doubt, a person required by this Act to take all practicable steps is required to take those steps only in respect of circumstances that the person knows or ought reasonably to know about.

Harm:

- means illness, injury, or both
- includes physical or mental harm caused by work-related stress
- harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

Hazard:

- means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes:
 - (i) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
 - (ii) without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

The concept of a hazard is central to the Act's focus on preventing harm. Hazards must be systematically identified and managed. Hazards can;

- be actual or potential
- be physical, biological, or behavioural (including temporary conditions that can affect a person's behaviour, such as fatigue, shock, alcohol or drugs)
- arise or be caused within or outside a place of work.

Hazard Control:

Where the hazard is significant the following steps must be taken:

- Where practicable the hazard must be eliminated.
- If elimination is not possible then the hazard must be isolated.
- If it is impracticable to eliminate or isolate the hazard completely then steps must be taken to minimize the hazard by implementing recognized controls and procedures along with training and equipment to minimise risk to a safe level.
- Where the Company is engaged to undertake work at a client's site or premises then the client is the principal and responsible for the overall Safety of that area. Nothing in this document or any other document or policy remove the principal from its duties under the Health and Safety Act.

Isolation of plant:

Lock out, quarantine or other means by which plant and equipment is removed from its source of energy, and thereby prevented from being inadvertently operated.

Incident:

Every "near miss" incident that did not cause harm but may have done so.

Plant:

Includes: lifting equipment, implements, machines, tools and vehicles and any part of any plant, the controls of any plant and anything connected to any plant

Principal:

Principal means a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward.

Significant Hazard:

Means a hazard that is an actual or potential cause or source of -

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

Serious Harm:

Means death, or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and "Seriously Harmed" has a corresponding meaning.

Until such an Order in Council is made, the following types of harm are defined in Schedule 1 as "Serious Harm" for the purposes of the Act:

- 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.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- 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.

Safety Officer:

A member of the work force who:

- Has received training by a gazetted Health and Safety trainer in Health and Safety and Hazard management,
- Has reached training to a NZQA standard requirement
- Can issue Hazards notices under section 46A of the Health and Safety Act.

Site Specific Safety Plan

Refers to the 'Site Specific Safety Plan' that is used on every work site.

Tagging:

Secure attachment of a tag or notice to the item of plant and equipment (including scaffolding) which displays a prominent warning, and includes the name of the person who is authorised to attach or/ remove the tag and the date the tag was attached

Vehicle:

Describes any power-driven plant designed to transport one or more persons.

Working at Height:

Any work conducted at a height that if a fall was to occur harm could be caused. All such work must be controlled by recognised procedures (reference Department of Labour statement issued 21 Dec 2006 title "Working at Height")

Health and Safety Meetings

At branch level, employees are encouraged to bring any Health and Safety matters to the attention of Supervisors as they arise. Health and Safety matters will be discussed at regular tool box meetings and Health and Safety meetings which the employee and Health and Safety representatives are expected to attend. Minutes of the content of these meetings must be forwarded to the Supervisor following each meeting.

Health and Safety Agenda

The agenda is to be used in conjunction with the Health & Safety meetings. The agenda will contain topics that must be discussed and a format that should be followed while the meetings are in session.

These meetings can also be used as a forum to discuss continual improvement opportunities for all aspects of site operation by adding specific other items to the agenda.

Health and Safety Minutes

All meetings are to have their minutes recorded as to the content and outcome of each meeting so that accurate information can be passed on to the Company Health and Safety Officer, Supervisors, Management and all staff.

The aim of this agenda and meeting is to ensure that A-Z Rigging & Scaffolding operates safely and with the view to continuously improve its way of business to ensure customer satisfaction and the safety of all employees.

Health and Safety Representatives

The Health and Safety representatives are to effectively represent all employee work groups in occupational Health and Safety matters. Representatives are to liaise with employees regarding Health and Safety matters and ensure that all work related accidents are reported and recorded within the appropriate time frame. They will conduct regular workplace inspections to ensure that Health and Safety training for all employees is current.

All leaders in a supervisory or managerial role are eligible as a representative but must be permanent staff members. Supervisors will ask for volunteers for the role among staff members and reserve the right to appoint the appropriate Health and Safety Representative.

Health and Safety Officers Responsibility

The Company's Health and Safety Officer is Dudley Hoskin who has the following responsibilities:

- Overall Health and Safety within the Company.
- Safety audits and reporting, accident investigations and reporting, emergency procedures, Safety plans and procedures, training, inductions, Health and Safety meetings.
- Working within the Company to promote constant improvement in Health and Safety.
- Active training every two years for Health and Safety requirements.
- Maintaining up-to-date Safety files with all required records kept
- Maintaining this manual and issuing updates as required.
- Identifying and analysing all hazards on site and during the service provision.
- Developing effective hazard controls and keeping employees fully informed of them
- Ensuring completion of hazard control, accident investigation and work place audits.
- Reviewing with management where necessary all hazard control forms.
- Ensuring that employees properly use all the hazard controls and observe all Safety procedures
- Preparing and maintaining work place audit check lists as required.
- Completing work place audits in accordance with Company policy.
- Investigating, formally or informally as necessary, all accidents and report following an accident.
- Notifying by phone or fax serious harm accidents to the Department of Labour on the prescribed form.
- Ensuring Safety induction training is completed with employees and contractors before exposure to hazards.
- Ensuring all employees are properly trained to complete their work safely
- Briefing all employees, visitors or others working on site or in the contractors compounds of basic safety requirements
- Holding Health & Safety and tool box meetings, adhering to the agenda and recording minutes of the meeting.
- Ensuring that, prior to starting work on a site not previously worked at, the emergency contact list is updated with the appropriate information.
- Ensuring that each work site has been issued with a Site Specific Safety Plan and that it is completed in accordance with the requirements contained therein
- Running and co-ordinating A-Z Rigging & Scaffolding "Rehabilitation Programmes" with specific responsibilities as detailed in this manual.

Health and Safety Employee Participation

Good communication with employees and Supervisors will help to meet Health & Safety requirements. Employees can make a valuable contribution in keeping the workplace safe. Employees are expected to co-operate in the objective of making every workplace healthy and safe and therefore are required to observe procedures and practice safe work methods, rules and instructions relating to their work.

The Company will:

- Encourage employees to participate in Health and Safety matters in the workplace and to make suggestions to the relevant Supervisor.
- Enable employees to raise Health and Safety concerns
- Assist with the development of effective solutions
- Keep employees informed of Health and Safety issues and activities
- Ensure employees are involved with Safety meetings and Health and Safety representative members
- Together with employees, discuss ways that hazards may be dealt with
- Involve employees in audits, where applicable
- Provide appropriate supervision and training

Health and Safety - Employees duties

- Employees of this Company are not expected to carry out unsafe work.
- Should any member of the Company be asked to conduct unsafe work then they must first report the incident to their immediate supervisor who must conduct an investigation on how to carry out the task in Safety
- If not satisfied with the outcome of the investigation, they must then report to site management who must review the investigation and recommend actions to conduct the task safely.
- If still not satisfied they should contact a Company Director and or The Department of Labour and seek their assistance in this matter. Each organisation will conduct its own investigation and present its findings for management to action.

Health and Safety Personal Protective Equipment

The Company will provide employees with appropriate Personal Protective Equipment (PPE) to help eliminate any Safety risks that could happen within their work environment. The Company will maintain a register of PPE issues and expiry dates.

Supervisors will regularly maintain PPE and ensure all testing complies with NZ standards for the use, selection, testing and repair of all PPE gear. Employees are required to report any defective or hazardous PPE.

All employees must comply with the stipulated PPE which includes but is not limited to:

- Hard Hat
- Safety glasses
- Hearing protection
- Overalls
- Steel toe-cap footwear
- High Vis Vest
- Gloves

Safety Employment Induction

The purpose of Safety induction training is to provide the knowledge and skills required to protect the Health and Safety of other employees, visitors and contractors. This requirement assists management and Supervisors to determine what the employee can and cannot do. Supervisors who have employed the new employee are responsible for ensuring proper employee induction.

Inductions will take place before the employee actively undertakes any work. Employees must complete the site and plant inductions as required by the client as well as in house inductions of the Company. All employees need to know what to do and what rules and procedures must be followed in order to do the job safely.

Employees are to be made aware of:

- The Site Specific Safety Plan and where it can be found.
- All hazards in the site compound work area and manual handling of equipment.
- Procedures for reporting hazards, incidents, accidents and injuries
- The first aid programme, personnel and current location of first aid equipment.
- Housekeeping standards on each branch site.
- Health and Safety Policy Manual and how to access it
- Job safe practices and personal protective equipment.
- Smoking, alcohol and drug policies of all working areas and vehicles.
- Safety improvement procedures and current Health and Safety representatives.
- Emergency procedures

Safety Induction Training

The Company has a register of Site Specific Employee Inductions for Health and Safety purposes. All records are updated annually and must show:

- Employee name.
- Area and date of induction.
- Specific sign-off of Safety induction.
- Date issued and expiry date.

Behaviour & Attitudes

Violence at work

Employees who experience or witness violent or threatening behaviour at work should immediately notify their Supervisor as this is a serious offence. In the event of a serious threat or assault the police must be notified. Anyone who commits such an act may be removed from the premises and be subject to disciplinary action or have criminal proceedings taken against them

Violence at work will not be tolerated. Any threats of violence, or any form of intimidation, will be treated as serious harm. Reports of behaviour that represents a direct or indirect threat of physical harm will be taken seriously and acted upon immediately and the incident investigated fully.

Harassment at work

The Company is committed to maintaining a work environment free from discrimination and harassment. Harassment of Company employees or of other individuals will not be tolerated whether at the workplace or in any work-related setting outside the workplace.

Harassment includes any unwelcome conduct, verbal, physical or visual, based upon a person's status such as gender, colour, race, religion, national origin, age, physical or mental disability, sexual preference or other group status.

Any employee who believes that he or she is being subjected to harassment must report the incident immediately to their Supervisor or management for immediate attention.

Further, the Company will act strongly against retaliation of any kind against anyone who complains of harassment or who provides information in connection with the investigation of any such complaints

Racial Harassment:

Generally racial harassment is any form of behaviour that is uninvited and humiliates, offends or intimidates someone because of their race, colour, or ethnic or national origin.

Examples of the type of behaviour that could lead to an allegation of racial harassment include:

- Racist jokes
- Abuse
- Language
- Graffiti
- Posters
- Literature
- Shunning an ethnic minority employee
- Threats of violence

Sexual Harassment

Sexual harassment is unwanted sexual attention and involves behaviour that is offensive and unwelcome and can either be visual, verbal or physical. It can be the behaviour of an individual or a group and can be either a single incident or an on-going situation.

Sexual harassment does not include compliments or behaviour based on mutual attraction. It does not include friendships, sexual or otherwise with colleagues where both people enjoy the relationship.

Investigating a Complaint

When a formal complaint is lodged it will be fully investigated through formal interviewing of the complainant, the alleged harasser and any witnesses.

Once the investigation is complete the complainant will be advised of the outcome of the investigation and any action that will be taken.

Please note that sexual harassment, racial harassment, and the lodgement of a formal complaint are all serious matters and should not be taken lightly.

Visitor and Contractors Safety

Visitors to A-Z Rigging & Scaffolding premises or worksite must first report to the (worksite) office. The person receiving the visitor is responsible for their Safety on site at all times.

Branch Supervisors are to ensure that visitors are aware of the emergency procedures and warn the visitor of any hazards in the area and how to avoid them.

All visitors must sign the visitors register as must any contractor who may be working on site for more than 15 minutes at a time.

Responsibility for Visitors Procedure

The Company will ensure that all employees, visitors, contractors, and others are aware of how to properly react in an emergency situation. The Company has effective emergency plans in place to handle all types of emergencies likely to occur within the workplace.

All Health and Safety representatives shall ensure that all employees and visitors know how and to whom, to report emergencies and shall ensure they fully understand relevant Emergency Procedure and Evacuation schemes applicable to them.

The visitors log book will identify the following;

- Name
- Company representing
- Who Visiting
- Time In/Out
- Signature

Visitor Emergency Guide

A notice stating “All Visitors to Reception” is to be erected on Company premises.

A visitor’s emergency guide may be provided to inform visitors of the emergency procedures whilst on the premises and may include details of the emergency exits including the evacuation assembly area. The appropriate safety measures to be implemented are at the discretion of the Health and Safety Officer or Branch Supervisor.

Emergency Wardens

All wardens must be provided with easily recognisable identification so that every occupant can identify who the wardens are. All wardens must wear the identification when conducting evacuations. The role of the Wardens is to ensure the safety of all occupants of any building in any emergency.

Warden Training

All wardens will receive training as part of their appointment. Training shall cover location of fire alarms and fire fighting equipment, the evacuation for the area which they are responsible for and liaising with the fire service and other emergency services as required.

Emergency Safety

When an emergency situation arises there is usually no time to carefully plan a response and assign responsibilities in a way that avoids confusion and delays. Being prepared for an emergency by careful advanced planning will help minimise loss and ensure the safety of employees and other people involved.

The main potential emergencies identified by A-Z Rigging & Scaffolding can arise from the type of work undertaken by the Company's employees. Rigging and scaffolding involves working at heights and the risk of injuries incurred from a fall or a piece of equipment or material inadvertently falling on someone can lead to an emergency. An employee who has under gone current First Aid training will where ever possible be allocated to each work crew.

Each workplace or work site will have a Site Specific Safety Plan which outlines hazard analysis and measures to be followed in cases of emergency. It is the responsibility of the Health and Safety Officer or a suitably trained employee prior to starting work on a new site, to raise a 'Site Specific Safety Plan Checklist' as detailed in the Site Specific Safety Plan and complete the tasks detailed on the plan. When the tasks have been completed the list must be retained with the job contract file and returned to A-Z Rigging & Scaffoldings Head Office.

During emergencies or evacuations, instructions from Area Wardens and outside agencies such as Fire and Rescue Services personnel overrule the normal management structure. The role of the Wardens is to ensure the Safety of the buildings occupants in any emergency.

Employees are to familiarise themselves with the various emergency alarms and signals, evacuation routes, emergency exits, assembly areas, area wardens and First Aid officers in their area and building.

Emergency Procedures

The Supervisor or next in charge shall assume authority and assess the immediate condition and location of all staff, make a brief record of information and assess obvious damage and limitations to buildings and services without risking personal Safety. Listen to the radio for emergency information or for further guidelines (especially where a warning is issued) contact Civil Defence. All personnel must adhere to the following guidelines:

Earthquake

- Stay indoors and hold on – do not go outside unless it is unsafe to remain where you are.
- Take cover in a doorway or under a solid table or desk
- Move away from windows, equipment and shelves that may fall

After the Shake

- Keep calm and treat injuries
- Turn off water, electricity, gas and heating oil at the mains
- Keep alert – aftershocks may happen

Emergency Evacuations

- Walk quickly to your nearest exit.
- Do not stop to take personal items with you.
- Assist visitors and disabled persons to evacuate.
- Meet at the assembly area at the main gate entrance.
- Report to wardens and obey your warden.
- Do not leave the assembly area until your warden or the fire service has said you can.

Move Quietly – Do Not Linger – Do Not Run

Evacuation Procedure

- Sound the alarm
- Follow wardens' instructions
- Assist visitors and disabled persons to evacuate
- Evacuate immediately and walk to the nearest exit
- Keep together with the nearest people around you
- Do not go back to collect personal items
- Report at the assembly area at the main gate entrance and report to wardens

DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN

Fire Procedure

- Activate the alarm
- Call 111 and advise where you are and the situation
- Alert people in your immediate area and the warden
- Do not attempt to extinguish the fire unless there is no personal danger to you or anyone
- If time permits and there is no danger, close all doors and windows
- Assist visitors and disabled persons to evacuate the premises

Gas Leak

Major leak outside the building because a gas main has been cut or more than one room has a gas leak.

- Sound the alarm for evacuation
- If you know the source of the gas leak is within the building turn off the appropriate gas valve
- Ring the Fire service on 111
- Evacuate the building of all personnel
- Return only after the all clear has been given

Minor leak smell of gas in one room only

- Turn off all sources of ignition, heaters, stove etc.
- Ring the Fire service on 111
- Open all doors and windows
- Evacuate the room of all personnel
- Return only after the all clear has been given

Medical

In a life threatening situation

- Seek First Aid Assistance – Ensure that someone stays with the casualty
- Never move the casualty unless it is unsafe to leave them
- Get someone else to call the Emergency Services on 111, ask for Ambulance and advise them of where you are and the situation
- If someone has collapsed check:
 - A – Airway
 - B – Breathing
 - C – Circulation
- Provide basic life support until qualified help arrives

Wardens

All branch Supervisors are Fire Wardens

Incident Reporting, Recording and Investigation

All accidents must be reported. This enables investigations to be carried out to determine causes, identify new hazards and develop new or improved hazard controls and thus prevent recurrence. It is important to remember that an accident need not necessarily result in injury or illness. A near miss accident must be reported in the same way as an accident where injury or illness is sustained.

The Health and Safety in Employment Act requires that accidents be properly investigated and where a significant hazard is the cause, action taken to introduce hazard controls. The Act requires all accidents which cause harm, serious harm or near misses to an employee or any other person in the workplace be reported in the prescribed manner.

All employees should become familiar with and follow the A-Z Rigging & Scaffolding Health and Safety Policies, procedures and guidelines and participate in the continuous improvement of A-Z Rigging & Scaffoldings Health and Safety system. Requirements for the reporting and recording of accidents are clearly defined in the “Workplace Injury & Investigation Register”

To ensure that the provisions of The Health and Safety in Employment Act 1992 are complied with and to ensure that no action or inaction will cause any harm or injury to any other person, it is important that all employees of A-Z Rigging and Scaffolding:

- Comply with any drug or alcohol testing at management discretion.
- Co-operate with the employer or Supervisor in fulfilling requirements under legislation for Information and training records.
- Ensure employee’s competency and training before starting any task or activity assigned.
- Ensure anything provided in the interests of Health and Safety is not interfered with
- Identify and report any unsafe work condition, equipment, accident and incident to their Supervisor or manager immediately
- Participate in audits, where applicable
- Report any hazards in the place of work and discuss with the employer ways that the hazards may be dealt with.
- Undergo appropriate training i.e. participate in emergency evacuation drills
- Wear any relevant person protective equipment required for the place of work.
- Immediately report any unsafe act or condition to your Supervisor
- Advise management of any reason in the workplace that may be causing work-related stress

Where an incident occurs, tend to anyone injured and make arrangements for medical attention if required. All employees have obligations to take care of themselves and others at work and must report every incident to the Supervisor and or Health and Safety Officer immediately.

Near Misses (No Injury):

Whenever there is an incident causing injury or not, an investigation needs to be carried out. The incident is to be recorded in the Workplace Injury & Investigation Register and reported to the Health and Safety Officer. The Health and Safety Officer will undertake an investigation and record on the Investigation Form how the incident occurred and determine what if any corrective actions are required.

Accidents Involving Injury (not serious harm)

Treatment will be determined by the Health and Safety Officer, Leading Hand or Supervisor. This may involve first aid by an A-Z Rigging & Scaffolding certificated First Aider or referred to the closest medical centre. A copy all Medical Centre forms must be returned to the Health and Safety Officer or Supervisor.

It is the responsibility of the employee and Supervisor concerned to complete the Injury/Incident Form in the Workplace Injury & Investigation Register located in the office and report the incident to the Health and Safety Officer. The Health and Safety Officer will undertake an investigation and record on the Investigation Form how the incident occurred and determine what if any corrective actions are required.

Accidents Involving Serious Harm Injury

If possible, take immediate measures to rectify the unsafe act or condition.

- Ensure anyone injured or suspected of injury has received medical attention.
- Call Emergency Services as required
- Refuse to undertake a particular work activity you consider may cause serious harm
- Ensure the accident scene is secured i.e. machinery isolated or area taped off.
- No interference with the accident scene is allowed without the permission of an OSH inspector or to relieve suffering.

Following any serious harm accident an investigation must be completed.

- A-Z Rigging & Scaffolding's Health and Safety Officer to inform OSH as soon as possible by fax or phone.
- All Serious Harm Accidents must be recorded in the appropriate section of the Workplace Injury & Investigation Register and forwarded to OSH together with a copy of the Health and Safety Officers Investigation Report within seven (7) days of the accident.

Contractor Incident/Accident Report

Should a Company Contractor be involved in the incident a copy of the contractors Injury/Incident Form and Investigation Report must be attached to the A-Z Rigging and Scaffolding Workplace Injury and Investigation Register. Corrective actions will be monitored at "Health and Safety Meetings".

Incident Investigation Procedure

It is important to collect as much information as possible for the investigation to be analysed as this will help to identify factors that have contributed to the incident or injury. This will also enable the Company to implement policies and procedures to prevent similar incidents in the future.

Investigations should be more detailed where serious injuries or the potential for serious injuries are involved. The Health and Safety Officer shall:

- Investigate injury or incident by collecting Information. Talk to the injured person and eyewitnesses or others working in the area.
- Collect information on work activity being done at time of incident and examine the site and equipment personally
- Isolate any defective item(s) of Plant or Equipment be found to be faulty until they can be properly repaired or replaced.

- Analyse information. This will help to supply information and identify any factors that contributed to the event.
- Take action for identified hazards and implement controls and Safety behaviours to eliminate/isolate/minimise hazards and prevent future incidents and injuries in the future.
- Report on the investigation to Supervisor, employees, Health & Safety Officer and others
- Ensure that action has been implemented and is successful to minimise a repeat of the incident and monitor any significant hazards identified on a regular basis.
- Employees involved in incidents causing injury will be offered rehabilitation by the Company, the objective being to return the injured employee to work as soon as practical after they have completed their rehabilitation.

Failure to Record Accidents

It must be emphasized and recorded at all A-Z Rigging & Scaffolding Safety Inductions that every personal injury must be reported and a record kept.

Employees should be aware that failure to record the incident in the Register may result in the Company rejecting a later claim by the employee for Accident Compensation as being work-related for the purposes of ACC (this may result in the Company not paying the first week's compensation).

Failure to comply with the Health and Safety policies and procedures or working in an unsafe manner or participating in any stupid or joking behaviour that is likely to cause harm or injury will be viewed as misconduct.

First Aid Procedure

Wherever possible the Company will ensure that there is a trained first aid person at each workplace to manage any first aid issues incurred by employees, visitors and customers alike and that first aid equipment, supplies and other resources are available according to Safety legislations

First Aid Personnel Training

It is the Company's policy that all employees attend an NZQA approved First Aid Training Course. First aid personnel are required to attend refresher courses every two years. A current file of all trained First Aid personnel will be maintained and all First Aid Certificates are to be kept up to date.

First Aid Kits

First aid kits must be

- Readily accessible to all employees and must not be locked
- Clearly labelled with a white cross on a green background
- Have names locations and extensions of all trained First Aiders and emergency services telephone numbers clearly displayed on or near the kit
- Be a solid sturdy dust proof container that is large enough to adequately house the contents of the kit
- A list of the required container contents must be displayed inside the cabinet
- Contents must be checked quarterly

Hazard Identification

There are some points that are useful for hazard identification and control and each of these segments will have several steps that have to be undertaken to achieve the desired outcome.

- Identify
- Assess
- Implement Controls
- Monitor
- Review

Identification Area

Use up to date plans of the workplace and include all processes, equipment and features.

- Divide into areas and list hazards in each area
- Identify what in that area might cause harm
- What energy sources are present
- What machines are used
- What chemicals are present or used
- What physical conditions exist i.e. noise, heat, height, etc.?

Identification Task

This process involves describing all the actions that make up a task in order then analyse each step to identify the hazards that are present:

- What the people do and how they do it
- All equipment they use and operate
- All substances that are used, solids, liquids, gases

Identification Environment

Every workplace or work process is different therefore careful consideration is required to which method will be most appropriate. Each method has its strengths and weaknesses. For example - does the environment in which the task is carried out have any of the following?

- Wet conditions
- Electricity
- Wind
- Hazardous substances
- Insufficient Light
- Excavation or trenching
- Slippery surfaces

Hazard Identification Information

Conducting reviews at the start and identifying suitable control methods for hazards is not a simple task. All information must be gathered to control workplace risks, harm or hazards

- The Site Specific Safety Plan must be completed in detail and shall identify which hazards are “significant” (see definition), demonstrate the use of the hierarchy of control process used to manage significant hazards and then define or identify the actual control process used to eliminate, isolate or minimise individual hazards.
- Site Specific Safety Plans shall be assessed in the event of any Incident Investigation. This is to determine if any hazard identified during the investigation is identified in the Plan and also to determine if the status (“significant” or otherwise) of the hazard and the control process is appropriate.
- Hazards shall be added to Site Specific Safety Plan on an on-going basis as they are identified.

- Hazards to personnel shall also be reviewed during Safety Tool Box Meetings. Any changes shall include a review of both the appropriateness of control of the Hazard and the completeness of the Site Specific Safety Plan. This review shall be recorded in the meetings minutes.

Hazard Reporting and Identification

Where an employee identifies a hazard other than during a routine hazard identification process, that hazard shall be reported in the Site Specific Safety Plan. The Supervisor shall ensure that a Site Specific Safety Plan is available at all times and that all employees understand its use.

Hazard Control

It is not possible to comprehensively cover all Safety aspects and conditions connected with rigging and scaffolding and their associated activities as every job and work area has different conditions which may even while the job is in progress

A-Z Rigging & Scaffolding have implemented a two stage hazard identification and control system as follows:

1. *Static Hazard Identification*

This is the procedure for identifying, analysing and controlling “static” hazards or hazard of which conditions won’t change i.e. the possibility of falling from a height.

2. *Changing Hazard Identification*

This is the procedure for identifying; analysing and controlling hazards that are continually changing i.e. every job a Rigger or Scaffolder is called out to the conditions invariably will be different.

All Identified Hazards shall be treated as a significant hazard and have the most appropriate controls implemented and maintained. The following criteria shall be adhered to when implementing controls:

Eliminate - First all practicable steps will be taken to eliminate the hazard

Isolate - Where it is not possible to eliminate the hazard all practicable steps shall be taken to isolate the hazard from employees and others

Minimise - Where the hazard cannot be eliminated or isolated, employees shall be protected from the hazard by the provision of training, education, adequate supervision, safe work procedures, protective clothing, equipment and devices.

Monitoring Hazards

Where an employee is exposed to any Health hazard and the level of exposure reaches or exceeds those set by regulation or as stated in the work place exposure standards publication, then that employees Health shall be monitored by using the most appropriate test. Medical personnel approved by the Company will be used when employee Health monitoring is to be undertaken.

Risk Management

The risk management process must be used in the design or modification of a layout for plant or equipment, or work procedure or method to ensure that the risk of injury or illness, damage to property or the environment is eliminated or minimised. In some cases risk management is appropriate where it can be capable of shutting down other operations if an accident occurs.

Practical risk management should be done in consultation with a competent person, someone with relevant skills who demonstrates competency, expertise, or qualifications. The risk management process should involve principal controls and people involved in the work operation such as project managers, Supervisors, employees, contractors and Health and Safety members.

Risk Expectation

A risk is a function of how likely an accident is to occur and how bad the outcome could be. Calculate the severity will enable risks to be prioritised so the action can be taken to prevent accidents from occurring. The process involves an assessment of the level of risk associated with each of the identified hazards:

- Determine what is the worst likely outcome that can happen
- How likely it is that someone will be exposed to the hazard
- Determining the likelihood possibility and outcome

Risk Control

Where Health and Safety risks have been identified, controls must be introduced to reduce the risk to an acceptable level. Consideration should be given to using 'all practicable steps'.

The controls must also take into account specific legislative requirements relevant to the product or process for the severity of the hazard or risk.

Site Specific Safety Plan

The Site Specific Safety Plan is a methodical thorough way of obtaining information about a particular aspect of a job or the whole job and its functions. This assists with the identification and considerations for control of workplace hazards.

Direct or visual observation of the job promotes a greater understanding of the activity itself and demonstrates management's commitment and concern for workplace Safety.

Benefits of the Site Specific Safety Plan

All work must comply with the requirements of the Health and Safety Act in Employment 1992.

The Site Specific Safety Plan contains information and processes that must be followed on each work site. Safety analysis and containing hazards are critical to ensuring the safety of all employees and establishing a safe working environment and every employee has a responsibility to assist with the completion of the plan and to record their own details where required.

The Site Specific Safety Plan covers:

- On Site Personnel Register
- Identification and recording of potential Hazards
- Risk Mitigation
- Safety and Site Assessments
- Tasks that must be followed before work commences.
- Emergency Plans
- Competency Register
- Task Guides and Checklists

Safety Inspection

It is the policy of the Company to carry out work area inspections in all work areas at predetermined frequencies. The purpose of these inspections is to maintain a safe environment for employees and customers and other people who may be at the work site at any time.

Safety Responsibilities -Training Officer

- All external and internal trainers who will conduct training must contribute to the process of hazard identification, analysis and control and advise any likely hazards noted.
- For each job if deemed necessary, complete Hazard Identification or a Job Safety Analysis form in accordance with procedures in this manual, ensuring any hazards identified are adequately controlled prior to starting work.
- Ensure any accidents are reported to the Health and Safety Officer and are recorded in the “Accident Register” on the day of accident.
- Report any substandard conditions or work practices immediately.
- Observe all on site Safety rules and Hazard Controls.
- Co-operate in workplace audits and accident investigations, as required
- Complete QA and Safety Induction Training with new employees before exposure to hazards.
- Arrange “Site Inductions” for employees and keep records in association.

Safety Inspection Procedure

The Health and Safety Representative will be responsible for making sure the inspections are carried out as required. The Health and Safety Representative shall ensure that a suitable work area inspection checklist is established and maintained for all work areas under their control. Work area inspections will be carried out at a minimum frequency of three months. All items on the work area checklist will be checked and all areas in need of attention will be transferred to the corrective actions.

Safety Action

Corrective actions shall be completed as soon as possible in accordance with allocated action priorities, and in any case no later than seven working days after the inspection. Where corrective actions cannot be completed within the seven day time frame, appropriate persons should be consulted and suitable temporary corrective measures must be put in place.

Safety Training Procedure

All employees will receive training in the task procedures for the kind of work they are required to carry out and the plant and machinery they may be required to use. The task procedures will cover the step by step procedure for doing the task, all Health and Safety issues, including hazards and hazard controls pertaining to that task, applying and maintaining any personal protective equipment that is required while performing the task and the type of work.

All employees shall receive on-going training whenever a procedure, process, plant or substance is changed and where there are no changes, on-going training shall be carried out as required. All training given shall be documented and maintained on the employees’ training record.

Sub Standard Condition or Practice

The Health and Safety in Employment Act requires that regular positive action is taken to confirm that a safe and Healthy workplace is maintained. Confirmation that the hazard controls are in place and working effectively is a critical element of this process. Furthermore despite the existence of a good system for the management of Health and Safety it is not unusual for deficiencies to develop. Often the controls which have been specified can be found to be inoperative unused or faulty.

Whenever basic Safety systems are not fully effective or some general mismanagement of the workplace exists this creates a hazardous condition, this is referred to as a “substandard condition”.

Similarly an unsafe work practice not being done by the proper method or being done without the proper equipment or protective clothing is called a “substandard practice”.

To reduce the likelihood of a substandard condition or practice developing A-Z Rigging & Scaffolding has developed a program to regularly audit the workplace and to be conducted on a monthly basis and some cases on three monthly

Corrective Action definition:

Where a substandard practice has been identified corrective actions may involve refresher training, restructuring of responsibilities, reminders of procedures that require adhering to, arranging adequate monitoring, etc.

Where a hazard not previously identified is found, the corrective action would be to arrange for analysis and control in accordance with hazard identified. Similarly discovery of inadequate control measures should be corrected by review of the hazard control form for the hazard concerned.

Alcohol and Drugs

The Company, management and employees shall work together to maintain a work environment that is free from the use and effects of drugs, alcohol and other mood altering substances.

The employees' Safety, Health and well-being are of the utmost concern to the Company. The alcohol and drug procedures are to ensure the employees use of alcohol or drugs neither endangers the Health of its employees nor jeopardizes the safe, secure and efficient running of the Company..

Prescribed drugs or medicine for private use are obviously permitted at all times providing they do not interfere with the employee's ability to perform their work in a safe manner.

Any employee manufacturing, possessing, distributing or selling drugs or alcohol will be subject to severe disciplinary action up to and including dismissal. Illegal drugs or other controlled substances found on or in Company property (including Company vehicles) may be turned over to the appropriate local law enforcement agencies by management representatives for further possible criminal investigation and will result in disciplinary action, up to and including termination of employment.

Alcohol and Drug Procedure

The Company recognises alcohol and drug abuse as a potential hazard and takes a firm approach to dealing with such abuse. Supervisors and employees should be aware that the misuse of drugs or alcohol by employees may come to light in various ways and employees who are suspected of having a drug or alcohol-related problem will be confronted and offered assistance.

Where an employee acknowledges that he or she has an abuse problem the Company will take steps, when it can, to give help to overcome the problem. If an employee denies that either alcohol or drugs is the cause of the problem, the case should be treated based on the evidence at hand.

Alcohol and Drug Testing

The Company can request any employee to undergo a voluntary drug or alcohol test at any time.

It is a requirement of many work sites that only those who have passed a test are permitted on that site. Accordingly, any employee who fails, or refuses to undergo, a test will not be permitted on such a site.

Alcohol and Drug Testing Procedure

In requiring an employee to undergo a drug test, the Company will:

1. Inform the reasons for the assessment, and the specific tests to be carried out,
2. Ensure the employee has an understanding of the request and the consequences of failing or refusing the test,
3. If an employee fails a drug test they may be stood down from their employment or may have their employment terminated until they can prove they are drug free
4. If an employee refuses a drug test they may be stood down from their employment or may have their employment terminated until they can prove beyond reasonable doubt that they are drug free

Alcohol, Drug Use and Medical Conditions

- Driving over the legal alcohol limit or driving under the influence of prescription or illegal drugs that may impair judgement will be considered serious misconduct by the Company. Conviction of a drunken driving offence while driving a Company vehicle may result in dismissal.
- Employees who are taking prescribed medication that may adversely affect their ability to drive a motor vehicle or other mobile plant, must inform their Supervisor immediately and check with their doctor about their ability to drive
- Employees who have epilepsy or have suffered a head injury resulting in unconsciousness or amnesia may not be able to drive unless they have received clearance from a medical specialist or neurologist.

Motor Vehicle Safety (all means of transport)

The Company requires that all employees who use a Company motor vehicle drive safely and with consideration for others. This policy extends to employees who use their own vehicles. For employees who operate a Company motor vehicle the Motor Vehicle Driving Policy must be read with in conjunction with the Company Motor Vehicle procedures. Only competent persons are permitted to operate forklifts and trucks.

Motor Vehicle Management Procedures

Where a motor vehicle is allocated as part of terms and conditions of employment, the employee is responsible for ensuring that the vehicle has a current warrant of fitness, is kept clean and tidy throughout at all times, that maintenance is carried out regularly and that adequate garaging and security arrangements are made for the vehicle.

- Only those authorised by management to do so can drive Company motor vehicles
- Each Company vehicle is to be provided with a fire extinguisher
- Each Company vehicle is to be provided with a first aid kit
- Company vehicles will be regularly serviced to manufactures specification.
- The Company subscribes to Driver Check, A LTSA facility which keeps us informed of our employee driver status.

Drivers Responsibilities

The use and operation of Company vehicles are often a reflection on how the Company is portrayed by our clients and staff alike and must always be used in such a manner that does not give cause for complaint. All drivers and operators shall ensure they abide by the following Safety and legal requirements whilst driving or operating Company vehicles.

- Be responsible and accountable for their actions and display the highest level of professional conduct when driving motor vehicles.
- Comply with traffic legislation and obey all road rules, including driving for the conditions, when driving a Company vehicle.
- Ensure that all occupants wear a Safety belt at all times.
- Ensure they hold a current driver licence for the class of vehicle being driven.
- Immediately notify their Supervisor if their driver licence has been suspended or cancelled, or has had limitations placed upon it.
- Not drive under the influence of drugs and or alcohol
- Pay any fine relating to a driving or parking matter whilst responsible for the vehicle at the time of the incident.
- Immediately report any vehicle damage, including any that does not result in injury and mechanical defects to their supervisor.

Car / Truck Safety

All vehicles must:

- Be in good repair and serviced regularly.
- Have a current warrant of fitness and registration.
- Be regularly checked for the air pressure of tyres including the spare.
- Not take passengers in a vehicle that has no back seat or seat belts
- A valid RUC certificate, if required.

Mobile Phones

- Hand held mobile phones may not be used when driving.

Vehicles are Smoke Free

Volunteers, customers, passengers and drivers of the Company vehicles are prohibited from smoking within the Company vehicles. The negative Health effects of smoking have been recognised as having Health risks to non-smokers who are involuntarily exposed to passive smoking. The Company will take prompt and effective disciplinary action against any employee who violates the procedure.

Motor Vehicle Accidents

Accidents must be reported to a Branch Supervisor and followed with a report to Head office as soon as practicable. Do not accept liability for the accident as this might invalidate the Company's insurance policy. Refer queries to the companies' insurer.

- An injury accident must be reported immediately to a Supervisor and to the nearest Police Station
- Do not leave the scene of the accident until advised to do so by the Police.
- A non-injury accident must be reported to the Police within 48 hours of the accident occurring
- If a motor vehicle accident results in injury, an Accident Report Form must be completed and faxed to Head Office within 24 hours of the accident occurring.

Motor Vehicle Accidents Procedures

Record the following information:

- Date, time and place of accident
- Condition of the road
- Description of accident
- Details of the other vehicle(s) and registration numbers(s)
- Name and address of the other vehicle owner(s) and driver(s)
- Name and address of any witness's
- Name of insurer(s)

Give the following information:

- Drivers name and address and Company details
- For damage to another vehicle that is unattended, leave a note on the vehicle with your contact details – **Do not admit liability**

Forklift Safety

Forklift drivers must hold a certificate or a permit to drive and operate equipment in accordance to requirements.

- Forklifts are only to be driven by trained and competent operators acting under proper authority
- Drive at a safe speed of 5 kph maximum and never carry passengers
- Operators must be alert at all times to avoid accidents
- Operators must check that their forklift is in good working condition and has been properly maintained
- If at any time the forklift truck develops a fault or if there is reason to think it unsafe stop and report the problem to the appropriate authority immediately.
- Load pallets evenly avoid building up unstable loads which could collapse when moved
- Only drive if you can clearly see around the workplace, Look all around you before moving the forklift
- Loads must be strictly within the weight capacity limits of the vehicle as shown on the load plate

- Always travel at a sensible speed and keep the load low.
- When leaving the forklift ensure that the controls are at “neutral” power is shut off, brakes applied, forks fully lowered and the ignition key or starter switch key removed. (this helps prevent unauthorised people from using the machine)
- Always check the load before attempting to lift it, make sure the load is stacked correctly never lift a load on one fork.

Forklift Responsibility

Management is responsible for employing forklift drivers who currently are in possession of the appropriate consent and if training is required organising the appropriate legal requirement

Stress and Fatigue

Stress and fatigue are Health conditions that can affect a person in a severely negative manner and can lead to mental and physical fatigue, which in turn can lead to Safety concerns, like loss of concentration on the job as well as long-term Health problems.

The prevention and reduction of stress is making possible an environment in which the employees can work efficiently and meet work related challenges. The law distinguishes between natural stress, and additional unnecessary stress that can be avoided by an employer, however if an individual is not coping action needs to be taken.

Note: All tasks that may cause stress must be clearly identified as a ‘significant hazard’ in terms of the Health and Safety in Employment Act.

Stress and Fatigue Procedures

Managers have a key role to play in considering the workload and Health implications of decisions involving the workforce. Supervisors must keep alert for signs of stress and encourage employees to come forward if they need assistance in managing their work.

Monitoring job content including workload and work issues must be addressed by identifying situations where there is the potential for work related stress. If an employee advises that they are stressed, the Supervisor must follow this up and seek to address the concerns and investigate the facts.

The Supervisor and employee should agree on an action plan and undertake appropriate follow up procedures to ensure that the employee has a decrease in stress reactions and is again able to perform optimally.

Factors to take into account include:

- What does the staff member mean by “stress” and how long has this been occurring. Obtain a diagnosis from a doctor if required as this may need to be recorded as serious harm.
- What work factors could have led the employee to be under stress? Try to address causes and symptoms of stress and ensure additional professional assistance
- Have other employees or recent changes or work content been the cause
- Is the stress environmental caused by work context, absence of data, staff turnover, or negative staff and or home environment?
- Make a decision about the work in relation to the problem and discuss the results with the staff member concerned. Agree on the nature of the problem, discuss solutions, and monitor the solution to ensure it is working.
- Assist in dealing with non-work issues if appropriate, to assist the employee to cope and agree on how the solutions will be implemented
- Find solutions to work stress issues like suitability to job or assisting recovery

Rehabilitation

The Accident Rehabilitation and Compensation Insurance Act 1992 makes the rehabilitation of an injured employee a high priority, essentially entitling every injured person the right to a rehabilitation program

The Act has a system of experience rating which directly affects the ACC premiums paid by employers either through a discount or a loading. These are based as a result of the costs incurred by ACC for work related injury claims.

A-Z Rigging & Scaffolding Rehabilitation Program has been developed to address this requirement and has a similar objective of returning the injured employee to work as soon as it is safe for the employee. It is widely accepted, particularly in the medical profession that, people get better quicker when they are at work, because work provides good financial, psychological and physical benefits. It is based on this philosophy, that this plan has been developed.

Rehabilitation Program

Work Injury information is a requirement of employment and employees incurring a work injury which require consultation with a medical practitioner shall be required to have a "Work Injury Information letter" This letter is to be completed by the Health and Safety Officer and submitted by the employee to the Company doctor at the commencement of the consultation. A copy of this letter shall be retained by A-Z Rigging & Scaffolding for reference purposes.

The letter is to include details of the employees normal work duties and any alternative duties available. Following the consultation, the employee is to return the letter to the Health and Safety Officer, who will action the recommendations given by the medical practitioner.

Rehabilitation Co-ordinator

A Rehabilitation Coordinator will be appointed by A-Z Rigging & Scaffolding to liaise immediately and closely with any employee who has suffered a work related injury and who is to undergo rehabilitation. The role and responsibilities of the Rehabilitation Coordinator shall be as defined in the following section "*Responsibilities and Authorities*".

The prime objective of having a Rehabilitation Coordinator is to ensure that the rehabilitation process occurs effectively and efficiently from both the employee's and employer's perspective. The Rehabilitation Coordinator shall liaise with the injured employee the Company doctor, the ACC case manager and the employees Management.

Rehabilitation Responsibilities and Authorities

- Coordinate in the development of an individual rehabilitation programmed for the injured or ill employee.
- Maintain weekly or fortnightly contact with employee and be aware of the progress made and report regularly to A-Z Rigging & Scaffolding management.
- Ensure suitable duties which do not jeopardise the well-being of the worker as part of the rehabilitation and return to work process,
- Ensure every rehabilitation case is documented. If need be liaise with ACC regarding injuries and rehabilitation of employees.
- Ensure that the injured employee will actively participate in his or her rehabilitation.

- Retain and maintain all records in association with A-Z Rigging & Scaffolding rehabilitation programme and liaise with the Company doctor
- Ensure the Accident Register is completed.

It is the responsibility of the Company doctor with a Company management member to:

- Assess all injured or ill employees and provide a work outlook to the Health and Safety Officer.
- Obtain information from external practitioners where necessary.
- Maintain a list of selected light duties that the employee may be able to complete.

Rehabilitation Employees to Report

- Report all work related accidents to the Health and Safety Officer.
- Report to the Medical Centre following injury or accident.
- Consult with the Company doctor and arrange the completion and submission of the work injury information letter.

Rehabilitation Appointed Doctor

A doctor appointed by A-Z Rigging & Scaffolding will be available for the purpose of treating employees who have suffered a work related injury. Every employee who suffers a work related injury which requires consulting a medical practitioner will be requested to attend the Company doctor.

With the exception of injuries requiring emergency treatment, employees are requested to first consult the Company doctor before deciding to consult their own or any other medical practitioners. The costs for consultation with the Company appointed doctor shall be borne by A-Z Rigging & Scaffolding. Where employees wish to consult their own medical practitioner, the costs for such consultations will **not** be borne by A-Z Rigging & Scaffolding

In the event that there is a conflict in opinion between the Company doctor and an employee's own medical practitioner, A-Z Rigging & Scaffolding shall refer the matter to ACC for a decision.

Return to Full Duties

Employees returning to full duties after an absence of more than 5 days caused by a work related injury or illness may be required to provide a doctors certification of their ability to perform safely and satisfactorily in their regular work without endangering themselves or their fellow employee.

Hazardous Substances

The Company will adhere to the Resource Management Act in all jobs and will comply with any Acts, Government or local body requirements regarding the discharge of hazardous substance into storm water, surge or air.

All waste of any type will be disposed of in accordance with the Resource Management Act, district environment plans, all legal and statutory requirements, resource consents and approvals, and other requirements related to environmental concerns. All chemicals and hazardous substances must be assessed to make sure they are the least hazardous available for the procedure of task.

In order to maintain a high level of hazard minimisation it shall be the responsibility of the Supervisor to ensure that procedures are carried out by the person (s) responsible for all changes to work areas. The Dangerous Substances Regulations 1998 requires, licensing of premises for certain dangerous substances to make available a sufficient up to date material data or Safety sheet which must be supplied for all approved chemicals and hazardous substances before they are allowed to enter A-Z Rigging & Scaffolding work site.

Storage Procedure

The Company will follow instructions and guidelines regarding the use of matter hazardous to Health at work:

- Hazardous storage areas will permit product stability and isolation from any reactive materials and unauthorised human environmental contact
- All storage areas will display signs to ensure that there will be clear areas in front of walkways, fire exits, fire equipment and electrical switchboards and appropriate signs for emergency procedures.
- Employees must report to their Supervisor any hazard or issue arising from the use of substance hazardous to Health.
- All containers of substances hazardous to Health used or handled in a place or work are clearly labelled to allow the substances to be used safely.
- Employees will be adequately trained in the potential exposure to any substances hazardous to Health as well as in the use of protective clothing and equipment provided.
- Sufficient lighting will be provided to ensure all operations in an area will be safely performed and all containers will be durably and accurately labelled as to their contents
- Management shall take all practicable steps to prevent or adequately control exposure of staff to substances hazardous to health and monitor staff Health in relation to any exposure to Health.
- Management is to provide ready access to the Material Safety and Data Sheets (MSDS) and ensure that staff have a clear understanding of safe handling requirements

Moving Procedure

Work instructions for the loading, unloading and transport of all materials will include designated transport routes as well as preplanning for work practices that will protect employee's Health and Safety when moving substances hazardous to Health at work.

All materials transported will be accurately and durably labelled where appropriate to display information relating to the contents and capacity of tanks or other containers on board.

Chemical Spill - Indoors

- The effects of a spill can be minimised with proper planning.
- Get material Safety data sheet (MSDS) and determine appropriate clean-up procedures for the material.
- Evacuate immediate area.
- Remove those who have inhaled fumes or vapours to a ventilated area.
- Report the incident to a Supervisor.
- Assist those injured and ensure medical attention is provided if needed.
- Eliminate all ignition sources if flammable material is involved.
- Open doors and windows or turn on fume-hoods to capture or direct flow of vapours.
- Wear protective equipment, including Safety goggles, gloves and respiratory equipment, if required.
- Confine the spill to a small area. Do not allow the material to spread. Block or contain the size of spread of liquid spill by using appropriate absorbing material.

After a Spill

- Immediately restock all spill response materials used
- Report all incidents that require a clean-up response to management
- Review your Spill Response Plan and update as necessary to be better prepared
- Try to learn from each incident and strive to prevent similar accidents from reoccurring
- Train your staff when they join your Company
- At regular intervals to ensure swift action in the event of a spill

Smoke Free

The Smoke Free Environments Act 2003 prohibits smoking in a work place. Work place is determined by the Act to mean any internal area usually frequented by employees or volunteers in the course of their employment.

Under the Resource Management Act employees who smoke are to dispose of their cigarette butts in a tidy and safe manner.

Smoking will not be permitted at any time within the confines of any building. Smoking will however be permitted outside of the areas covered by this policy, given that members of the staff or public are not inconvenienced and that work is not interrupted. Employees should not smoke outside the front entrance of buildings.

Many customer worksites have a policy that covers smoking in the workplace and all employees are required to abide by those policies. There will be no exceptions.

Working at Heights

Working at height could possibly be the most dangerous task undertaken by employees of the Company.

The Company will provide appropriate and adequate information and training to enable its employees to carry out their work safely. Supervisors are responsible for ensuring that:

- Employees are consulted on workplace Health and Safety matters that may affect them in relation to working at heights,
- Risk management processes are carried out for working at heights in consultation with employees who may be exposed to those risks,
- Procedures are implemented to ensure that, when working at heights is being undertaken outdoors, where adverse weather conditions may impact on Safety, work will be halted until such time as it is safe to continue,
- All tasks involving a risk of people falling, or being struck by falling objects are identified,
- There is communication on Health and Safety matters related to the Safety of people who work at height, or near areas where working at heights is conducted,
- All necessary equipment is provided to allow safe access / egress from work at height areas,
- Effective action is taken to ensure the Health and Safety of people who may be involved in working at heights or who may be affected by others working at heights,
- Suitable plant is provided to enable materials used during working at heights to be safely lifted to the work area,

Responsible Working at Heights

Regulations on working at height place duties on employers, employees, contractors and any person who controls the work of others to ensure that:

- All work at height is properly planned and recorded,
- Those working at height are properly trained in the task they undertake,
- Those working at height are competent
- The risks from fragile surfaces are properly controlled,
- Equipment for work at height is properly inspected and maintained.

Employers are responsible for ensuring the Safety of people working at heights and those other people who may be affected in that area. In many cases scaffolding or boom lifts are likely to be the most appropriate equipment. Anyone working with personal height Safety equipment must have the correct training to set up and use equipment.

If lifting or manual handling forms part of the work, such as moving heavy equipment or materials up to a height, consider using lifts and hoists to reduce the risk of falls and other accidents.

- Cooperate with methods set up in the interests of workplace Health and Safety.
- Remember that ladders should only be used for light work of short duration. Use them as a means of access rather than as a platform.
- Immediately report to a Supervisor all matters that may affect the Health and Safety of people working at heights.
- Carrying out duties at work so as to minimise any risk of accident connected with people working at heights.
- Taking prompt action to secure or isolate any hazardous situations that come to their notice to protect others in the workplace.

Avoidable Working at Height

Work carried out at height is sometimes unavoidable with some trades spending most of their time working at height as it is part of the job description for their trade.

Example: Riggers, scaffolders and rope access work – these workers have a high level of skill and experience at height as well as extra training

Anyone who is not happy at heights should not engage in such work.

Prevent Falls or Objects from Height:

When people are working at heights it is essential to consider the risk of objects falling onto somebody or something below. Employers and employees need to take steps to reduce the risks of all falls for anyone on their premises. In addition they are required to take specific precautions against potential falls from any distance liable to cause personal injury.

- Falls frequently occur when a ladder used to carry out a job because it is easier than erecting scaffolding.
- Employers must check that employees are competent and appropriately trained for the job they are carrying out.
- Tools such as drills and other hand tools can be attached to Safety lines. Where practicable arrangement should be made to have work tasks accessible from ground level or from stable platform.
- Work should be properly pre-planned to identify any potential hazards and to develop safe job methods and procedures.
- Adequate edge protection, such as handrails and toe-boards, must be provided to prevent items from being kicked off the edge of platforms.
- Covered chutes are an effective and quick method of removing debris from work areas and are much safer.
- Scaffolding must be erected by trained and experienced people where scaffolding over specific heights and used for specialised purposes. The erector must hold the appropriate certificate of competency.
- Platforms should be constructed so that materials or objects cannot fall and cause injury.
- Cranes and working platforms can be dangerous in high wind.

Scaffold Platforms

Only qualified experienced persons can erect scaffolding or alter it in anyway and they must hold the required certificate for the type of scaffolding. Scaffolding should generally be tied to an existing structure if possible. Walkways are to be used over fragile roofs and other fragile surfaces. Guard rails, toe boards or other barriers are to be erected to prevent anyone from falling off the edge of platforms or roofs or through holes or openings in the platform floor.

There are many types of platform including:

- Tower and general scaffolding
- Mobile and suspended equipment
- Mobile elevation work platforms

The type of equipment used will depend on the:

- Space, number of users, nature and duration of work
- Risks of erecting the scaffolding
- The effects on other part of the plant

A risk assessment should help choose the most suitable type of equipment to use.

Working Platforms, Gangways and Runs

Plan all work at height, carefully considering why the work is being carried out.

Where this is not possible ensure that the work is carried out from a safe working platform. This may be an existing structure, such as a flat roof or a working platform, such as scaffolding or similar.

Platforms and existing structures must be stable and support the weight of workers who need to use them, and any equipment or materials they may need to complete the job at hand.

Reduce the risks of equipment such as drills or saws from dropping or being knocked over the edge of a platform or walkway. Materials such as nails, pieces of wood and debris can also represent a significant hazard.

All platforms must be footed on firm ground or on stable structure to prevent them from moving. They must

- Be free of protrusions and obstructions,
- Be secured so they cannot tilt or twist,
- Have adequate load bearing capacity to meet the loads to be imposed on the platform,
- Have prevention barriers provided to stop items from falling through openings in the floor,
- Where there is any risk of falling, provide Safety harnesses and belts or Safety nets,
- Be sufficiently large to allow access to task areas,
- Have all plant and equipment used for working at heights Inspected by a competent qualified person before use

Avoid Accidents and Injuries Working at Heights

There is no minimum height for using height Safety equipment; any height that might cause an injury must be controlled. More Injuries are caused from falls of less than 1.8 metres than from falls at any other height.

Falls from height have been a particular problem in the construction and heavy industries but can be an issue for any business whose activities involve working on ladders, scaffolding, roofs, gangways and the like.

- Make sure that crawling ladders or boards are secured in position and capable of bearing the required load.
- Ensure that access on or over fragile materials is guarded in position and capable of bearing the required load and display warning notices at all access points of fragile materials.
- Make sure that Safety harnesses are securely anchored and that they are properly maintained and inspected.
- Ensure that risk management processes are carried out in consultation with people who are required to undertake working at heights.
- Inform workers of the result of risk management processes and of the measures which will be undertaken to reduce risks in relation to working at heights.
- Ensure that working at heights is carried out under competent supervision.
- Provide appropriate training to all personnel involved in working at heights.
- Ensure that Safety nets are properly installed, maintained, inspected and tested and that they are as close as possible below the work

- Provide adequate working platforms with secured access ladders, guardrails and toe-boards.
- Maintain operating plant and equipment used for working at heights within the safe cover specified by the supplier.
- Ensure that properly maintained and erected access and egress activities to and from raised work areas are provided

Work on Roofs Control Measures

It is vital to ensure the Safety of existing structures such as roofs and working platforms. Equipment used for safe working at heights includes specialist equipment such as hydraulic platforms or scissor lifts, mobile elevating work platform, or suitable scaffold towers and correctly secured ladders.

When working on roofs, a safe means of access must be provided. If this equipment cannot be used then fall arresters and Safety harnesses are to be used where there is any possibility of people slipping or falling or where they are working close to the edge of a drop.

Planning safe systems for work on a roof must include an assessment of the suitability and load-bearing capability of roof materials. On most sloping roofs and on all fragile roofs, crawling boards or specially designed roof ladders should be used in order to distribute the weight of workers and materials over as wide an area as possible.

For every limited short term work these methods may provide adequate access without the need to use guardrails or other additional scaffold at the roof edge. However in most cases it will be necessary to use guardrails and toe-boards at the edge of the roof area to prevent people from falling off the roof. Appropriate harnesses or Safety nets are to be provided.

Where brittle materials are involved, a safe system of work should be developed which will prevent falls through roof materials as well as at the roof edge and consideration should also be given to the way in which roof sheets will be raised to the fitting area. In any roof work the hazard of falling from the edge created as sheets of roofing material are added or removed, must also be addressed.

Materials are not to be thrown or dropped from the roof or other elevated working platforms unless there are positive means of keeping people away from the area below the raised work area. Particularly on demolition sites, materials should be lowered in a controlled manner in suitable containers or dropped down in an enclosed rubbish shaft.

Harness Safety

New Zealand standard AS/NZ 1891 and its supplements cover the requirements for equipment and its use at height. This standard is used as a benchmark to determine manufacture and testing of equipment as well as the safe practices to use to comply with the Health and Safety Act.

Manufacturers and suppliers of plant and equipment used for working at heights must undertake risk management processes to ensure that their equipment is fit for purpose and safe when properly used.

People who erect or install equipment used for working at heights must ensure that the manner in which they erect or install the equipment is free of risks to Health and Safety.

Equipment required for working at heights will be regularly inspected and adequately maintained and where there are statutory obligations applying to inspection, testing, maintenance or use these obligations are met:

- Always require 100% tie off
- Demand and provide training on how to wear, use and inspect Safety Harnesses for the first use by the worker on a project.
- Take appropriate actions if needed. When in doubt do not allow them to continue their use of the harness until instruction is understood
- Test users in their first period on site about their knowledge on use and risks of Safety harnesses.
- Think about and discuss rescue possibilities during preparation to increase the awareness for the users when something might go wrong.
- Use your inspections to specifically focus on the use of harnesses

Harness working at Height Rules – Safety First

All persons working at Height or going to use equipment must read and comply with the following:

- There is no minimum height to work safely.
- All persons using equipment must be trained in its safe use.
- Person approving the use of equipment must be recorded in the Site Specific Safety Plan.
- The Health & Safety Officer must be consulted before removing any Harness or Lanyards
- A full rescue plan is required for work in a fall arrest situation.
- All equipment used must be signed for and checked by the user before use.
- All equipment is to be returned in good condition and signed off.

The Hierarchy of Control

All work of any type must be undertaken using the safest method possible. Users of height equipment must understand the hierarchy of control so they can show that the highest level of protection is used. The following order should be used when considering the solution to the hazard of height work with fall arrest being the last method to consider.

- Eliminate the Hazard
- Isolate the Hazard
- Minimise the Hazard

When choosing the correct method, work through the hierarchy of control by first trying to eliminate the Hazard or Isolate it. If this is not possible minimise the hazard as much as possible

Start by working through that hierarchy by looking at methods that will eliminate or isolate all or most of the hazards. Try some of the following methods:

- By conducting the work on the ground and lifting into place when complete,
- Have scaffolding built that will provide safe access and a safe place to work,
- Use a boom lift or scissor lift to access the job,
- Use a crane basket or fixed head to reach to job,
- All the above are better methods than using a fall arrest method. Use fall restraint before fall arrest is used as it is much safer and reduces chances of a fall occurring

Note: Fall Arrest is the last method you should use this is a highly dangerous task and only undertaken by fully trained workers.

Rescue when Working at Height

In considering emergency planning we need to consider the following points:

- Each site and each situation will be different.
- There is a lack of awareness of suspension trauma and its consequences.
- Employers often fail to appreciate where and when rescue provision is required.
- Employers often fail to provide adequate rescue equipment or appreciate what is suitable equipment for use in rescue.
- Because rescue operations are carried out under extreme pressure, consideration should be given to all aspects of the rescue process.
- Elements to consider would include the type of equipment required, the demands placed upon the rescuer, the training the rescuer will require to carry out the rescue and how the effectiveness of the rescue system as a whole can be maintained.

This section offers general information about the issues which should be considered for emergency procedures for all work at height. It does not give information or detailed guidance on specific procedures or indicate whether individual methods might be preferable.

Rescue Plan

If working in a fall arrest situation, a rescue plan must be put in place. This must be in writing and able to be implemented immediately if a person falls. An effective rescue plan must not take long to complete and only persons trained in the type of rescue method to be used can undertake it.

Suspension trauma (hanging in a harness after a fall) can be a major hazard on its own. For persons working in a harness at heights a rescue plan is vital if working in a fall arrest situation.

Conditions for Rescue

(Each site and each situation will be different)

There are three main reasons why the Company makes provision for rescue arrangements when working at height:

1. The Work at Height Regulations require this,
2. The casualty needs to be attended to and recovered quickly
3. It is the employer's responsibility and not some other individual or organization.

The Health & Safety in Employment Act 1992 and its amendments require employers to make specific provisions for managing all hazards as well as providing safe systems of work and a safe environment to work in.

Working at Height Response must be Immediate

Help must be available promptly. The survival of an injured person often depends on the speed of recovery and the level of care subsequently provided. Being suspended for any length of time after a fall can be potentially fatal owing to the effects of suspension trauma.

In cases where evacuation is required, it may be essential that the operation is completed rapidly for reasons of objective danger e.g. fire.

Fall Arrest Plan for Working at Height

If you are working in a Fall Arrest situation for a confined space you must also put any appropriate emergency plan and procedure in place before the work starts in case there is an incident or accident.

This will cover matters such as:

- The persons responsible for each task and the job steps.
- The time it will take for a rescue to be completed.
- The persons responsible for undertaking the rescue.
- Communicating with anyone in the confined space.
- Providing suitable rescue and resuscitation equipment.
- First aid procedures.

Working at Height Considerations for Rescue

It is essential that there is a specific rescue plan and adequate resources in place for each worksite where work at height is carried out. These should be regularly assessed and updated where necessary. Resources should include not only equipment but also personnel who have been trained in the use of that equipment.

When planning for rescue, consideration should be given to the type of situation from which the casualty may need to be recovered and the type of fall protection equipment which the casualty would be using.

A distinction may be made between the terms “rescue” and ‘evacuation”. Rescue typically involves the recovery of a casualty by another person either remotely or directly. Evacuation is typically carried out by a stranded user to escape from a remote situation such as a tower crane.

Listed below are examples of different situations of fall protection systems from which a casualty may need to be recovered and for which suitable provision should be made. Some situations may create special difficulties, for example attaching to a remote casualty who is suspended out of reach

- Steel wire fall arrest
- Textile fall arrest block
- Vertical anchor line
- Vertical rail
- Horizontal wire anchor
- Horizontal Textile
- Hooped ladder

All rescue planning and operations should address the following issues

- The Safety of the persons carrying out or assisting with the rescue
- The anchor points to be used for the rescue equipment
- The suitability of equipment (anchors, harnesses, attachments and connector) that has already arrested the fall of the casualty for use during the rescue.
- The method that will be used to attach the casualty to the rescue system.
- The direction that the casualty needs to be moved to get them to the point of Safety (raising, lowering or lateral)
- The First Aid needs of the casualty may have with respect to injury or suspension trauma.
- The possible needs of the casualty following the rescue

- The loads placed on some items of equipment during a rescue may be higher than they have been originally designed for.
- If equipment is used for rescue either individually or in systems, the supplier should verify that it has suitable performance and loading characteristics in that specific configuration. This applies to all parts of the system including the anchors.

The anticipated loads during the rescue situation should be within the loadings specified in the manufacturer's user instructions. If a rescue procedure requires an operator to descend to recover a casualty there may be additional loading on all parts of the system including the anchor, which may be required to support the load of two persons.

Anchor Points are an important part of any rescue system

They should be suitably positioned for the intended operation and should be unquestionably sound. Some special types of anchor device (e.g. portable horizontal lines, portable deadweight's) may not be suitable for such applications. In particular, deadweight's are unlikely to be capable of supporting the weight of two persons. Users of such systems should consult the manufacturer for guidance. When completing a rescue always avoid placing additional personnel at risk.

Types of Rescue

There are four options for dealing with an emergency which requires an injured or incapacitated person to be recovered to Safety, presented here in order of preference bearing in mind the immediate aim is to recover the casualty to the nearest point of Safety.

1. Lowering a remote casualty
2. Raising a remote casualty
3. Self-evacuation by descent
4. Rescuing another in descent

The potential for a casualty to be located over an edge should also be considered. All of the four types of rescue will be further complicated where edges and obstructions are involved.

Recovery over an edge will:

- Increase the effective load in raising operations due to additional friction
- Create risks of cutting or abrasion of the anchor line
- Interfere with the operation of rescue equipment.

The above should be considered when selecting equipment to ensure that it will still operate effectively in the conditions required.

Considerations for Carrying Out a Rescue

The following steps will be found to apply in most situations, whether the casualty is to be lowered or raised. Because the rescue system will be under tension it is prone to damage from abrasion and cutting. Risk assessment may indicate the need to use rescue equipment that is capable of coping with these conditions or an additional Safety line may be required as a backup.

When operating rescue equipment it is essential that control is maintained at all times. Always refer to the manufacturer's user instructions. The anchor for the rescue equipment should be in a position where the equipment can be operated easily and safely. It may be preferable to site the equipment away from the edge to be able to operate it in Safety. In this situation it may be necessary to use additional equipment to redirect or align the system correctly.

Edges can cause problems including abrasion of the system, increased friction and a potential for shock loading if the edge collapses. If possible, arrange the anchor point so that the equipment does not contact the edge. If this cannot be done (e.g. on top of a building) then the equipment must be protected from the edge and care must be taken to ensure that the edge is capable of sustaining the loads applied. Always maintain a steady, controlled rate of movement at all times when raising or lowering a casualty and ensure that they do not come into contact with obstructions.

Contractor Safety Controls

All work must comply with the requirements of the Health and Safety Act 1992 to make sure the Contractor knows that Safety is an important issue to every employee and the Company.

A-Z Rigging & Scaffolding requires that all contractors and their employees carrying out any work on behalf of the Company meet Safety standards as required by relevant legislation, and Company's policies.

The Company will take all practicable steps to ensure contractors, sub-contractors, and their employees do not cause harm to our employees or themselves while undertaking work required by the contract.

The Company has a contractor's procedure that is to be used at all times. These outline responsibilities regarding Safety of contractor's and workers, ensuring that contractors and workers will carry out their work and the safe work practices they will use in a way that will protect the Health and Safety of all involved and ensuring that there is no damage to property or the environment

Contractors Responsibility

The Health & Safety in Employment Act 1992 together with Occupational Health and Safety Acts and regulations place responsibility for safety on the person in control of the site.

Although the contractor has a responsibility for the safety of their employees this in no way reduces the responsibility for all employees or passes it on to others.

Using contractors will not reduce obligations under the OSH law. Contracting does not transfer OSH Safety and other risks to the contractor nor does it remove all responsibility of the activity being undertaken from the organisation engaging the Contractor.

The responsible Contractor's representative should know and understand the ramifications of the job and any special hazards that might arise adequate warning and precaution should always be effectively taken.

When a Contractor or Subcontractor fails to comply with Safety requirements, the Company will take whatever action is necessary for maximum overall Safety and prevention of substandard service. For any substandard or unsafe situations observed, advise the Contractor's representative in charge of the situation and follow up on corrective action.

Contractors Health and Safety Procedures

All personnel who have responsibility for where the work area is should be brought in to the discussions to make the contractors aware of issues of concern.

A system shall be established to supervise all contractors, ensuring adequate coordination of each Contractor's work with other work carried out on the site.

The roles and responsibilities of the Supervisor in regard to Safety are clearly defined, documented and communicated to all appropriate personnel and other contractors.

Conduct a Risk Assessment with Contractors

A-Z Rigging & Scaffolding shall take all practicable steps to ensure that no contractor, sub-contractor or employee is harmed while doing any work they have been engaged to undertake.

Before engaging a contractor it is particularly important to identify anything that has the potential to cause injury to either the contractor or employees. All staff and contractors need to be aware of broad risk areas such as need to identify any risks of the tasks involved in projects e.g.

- Working at heights
- Confined space entry
- Working with electricity

Discuss Safety Issues with Contractors

A-Z Rigging & Scaffolding will involve both site and contractor personnel in hazard identifications and risk assessment rather than expecting the contractor to conduct it alone. This is because some hazards may be site-specific and also because each person will usually identify risks from their own experience, making a broader approach more useful.

A-Z Rigging & Scaffolding shall:

- Discuss detailed Safety issues with the contractor before work starts.
- Discuss the Safety aspects of the job and cover hazard identifications and risk assessment issues.
- Work through potential difficulties with the contractor together saving time.
- Inform the contractor of dangers of the work and site specific issues.

Induct the Contractor Team on to the Site

A-Z Rigging & Scaffolding shall explain site specific security regulations and point out site amenities and emergency response requirement where relevant. The contractor must be informed of the way the job will be done and the necessary risk control measures.

Contractor Safety Procedure

Worksite Induction

Before work starts the contractor shall be advised of:

- systems of work,
- plant and equipment,
- hazardous substances use, (if any)
- storage and disposal, (if appropriate)
- induction training,
- supervision,
- resolution of issues
- First aid facilities.

The contractor shall also be informed on all Health and Safety arrangements. Contractors must provide an undertaking to A-Z Rigging & Scaffolding that:

- Contractor's employees shall not remove any Safety device or Safety tag; interfere with any existing plant, equipment or isolation.
- Contractor's employees shall not set in motion any protection system without prior proper arrangements.
- Contractor's employees shall complete work with the least possible air contamination exposure for employees and others.
- Contractors are to become familiar with the Plant Emergency Procedures.
- When ground or floor openings are created they shall be cordoned to ensure all personnel either on floor or in vehicles have full visibility of the hazard as needed.
- Where work is to be performed overhead the area below shall be cordoned off to prevent persons from accidentally walking under the work

Hot work in Restricted Areas

- Smoking is not allowed inside premises.
- Welding, burning cutting or other types of work requiring flame or sparking to be done in the area designated as a "Hot Work Permit" area will require a permit to be issued prior to the work being done.

Flammable Substances

- Flammable substance shall only be stored in marked containers designed for that purpose.
- No flammable substance shall be burned or disposed of in the plant sewer or drain system.
- Spills shall be cleaned up immediately.

Isolation of Operating Equipment

- Contractors' employees shall follow the plant's established isolation and tagging procedures and understand the lockout procedures for that plant.

Vehicles and Traffic

- Every effort shall be made to avoid blocking roadways and access.
- Only vehicles in safe operating condition shall be allowed on plant property.
- Overhanging loads shall be properly flagged or a flagman provided.
- Vehicles shall be properly lighted during dark hours.

Use of Tools & Equipment

- Any tool or item of equipment damaged or lost must be reported to a Supervisor immediately.
- Where necessary, employees are provided with appropriate tools and specific equipment.

Materials and Substances Handling

- Some employees will be using materials and or substance that could be dangerous if not used without care.
- If so, they will be informed of the dangers of such equipment and how to handle the material substances by their Supervisor.

Storing Procedures

- Storing items in their correct place and Safety is important.

Warning Signs

- Where appropriate, warning Safety signs are placed around the workplace.

Personal Protective Equipment

- All specific personal protective equipment required as protection against the hazards in the contractor's work must be used as required.
- All loose Clothing is to be secured

Housekeeping

- All employees are expected to contribute to the cleaning and maintenance of their work area.
- We take pride in our workplace appearance.
- We will provide appropriate cleaning equipment for employees to ensure housekeeping standards are maintained.

Manual Handling

- Bad lifting practices have resulted in back problems and other injuries to employees. The Company does not expect employees to lift anything that is too heavy for them and will be shown how to lift properly and how to seek assistance.

Contractor's Requirements

- Where required, the contractor signs the visitor's register on arrival and signs out on departure
- All contractors must sign the visitors register if working on site for more than 15 minutes at a time
- The contractor will provide the contractor's Health and Safety Management System if requested
- Contractors will be advised of any hazards that they need to be aware of.
- Contractors will be required to follow all Safety requirements.
- Contractors will make A-Z Rigging & Scaffolding staff aware of any hazards or dangers
- In the event that a contractor fails to follow reasonable instruction they will be asked to leave the site.
- All contractors must go through an induction process that covers the hazards to which they will be exposed.

Confined Spaces

Work in a confined space is to be authorised only by management by assurance of a confined space entry permit for areas such as tanks, sludge pits, large air conditioning units, bins, silos, hoppers, service tunnels, reaction vessels, enclosed drains, vats, combustion chambers in furnaces, ductwork, closed unventilated or poorly ventilated rooms, manholes and boilers after protective measures have been taken to ensure employees Safety

A permit is to be valid detailing the measures to be taken to protect the employee and specifying the location and type of work to be done. A Confined Space Checklist as contained in the Site Specific Safety Plan must be completed to identify all existing hazards and determine a rescue plan

Definition of Confined Space

The definition of a confined space is any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions. This applies not only to the confined space but also to the area nearby.

Typical Hazards in Confined Spaces

Include:

- Lack of oxygen
- Poisonous gases
- Fumes or Vapours
- Liquids or solids (e.g. grain or water) filling the space
- Fire and explosions
- Dust
- Excesses in temperature
- Lack of lighting (left in the dark due to loss of power)

Anyone working in confined spaces is also at risk from physical dangers such as knocking their head or limbs against protruding structures such as metal struts or wooden support beams, tripping or slipping on objects or substances on floor.

Safety Measures for Confined Spaces

- The confined space area to be entered should be instinctively active and the atmosphere tested for possible hazards such as toxic substances, oxygen less than 19.5 per cent or in excess of 21 per cent, combustible airborne dusts, and concentrations of flammable or explosive contaminants.
- Confined space entry team should consist of minimum of two persons: the individual who enters the confined space and a stand –by person. All members of the team will be thoroughly briefed on the hazards involved, precautions to observe and emergency actions.
- Adequate measures should be taken to prevent materials from entering the confined space or unintended equipment.
- Lines containing hazardous materials or high temperature or pressure fluids are to be physically disconnected.
- Electrical equipment controlling agitators, pumps and other moving equipment are to be padlocked in the off position at the main disconnect switch. The effectiveness of the lockout should be checked by attempting to operate the power equipment by the switch and push-button stations prior to entry.

Safety Equipment for Confined space

Safety equipment is to be considered and made immediately available at the site after appropriate analysis has been conducted and the results determined.

- A mechanical blower for tank aerating.
- An oxygen deficiency indicator and such other devices as may be obtained for detecting hazardous atmospheres for use with the type of material involved.
- A pair of emergency rescue harnesses and lines of sufficient length to extend outside the tank (one reserve for rescue purposes).
- Two approved airline respirators with adequate hose lines or self-contained breathing devices one for rescue purposes).
- Protective clothing such as boots or impervious garments should be worn if needed by nature of the tank or vessel contents.

Safety Procedure Confine Spaces

The risks of confined spaces and managing the risks posed include:

- Positive ventilation in the confined space to ensure continuous fresh air movement and to remove heat, vapours and fumes which may develop during the work process.
- Oxygen should never be used as a means of air supply since it increases the fire hazard.
- If electrical ventilation equipment is used it must conform to the appropriate standard or code for the atmosphere of use.
- Air intakes are to be arranged so as to prevent contaminated air from being drawn into the tank. Ventilation equipment is not to interfere with openings which would be used for escape or rescue in the event of an emergency.
- If there is a possibility of flammable vapours, spark resistant hand tools are to be used and electrical tools grounded.
- If welding or other hot work must be performed within the confined space a hot work or welding permit must be obtained.
- Cylinders of oxygen or acetylene are not to be taken into the confined areas.

Assessing the Risks of Confined Spaces

While some risks may be a feature of the confined space itself, others may be caused by particular work activities carried out there.

For example:

Fumes given off by welding equipment could deplete oxygen levels and significantly increase the risk of fire or explosion.

Anyone working in a confined space must be appropriately trained for the task at hand. They must not have any medical conditions that could be triggered or made worse by working in confined spaces.

For example:

A bad back, claustrophobia or breathing problems such as asthma.

Under the Confined Spaces Regulations staff must:

- Carry out a risk assessment to identify potential hazards to Safety caused by work in confined spaces.
- Assess the level of risk the hazards pose.

- Decide whether they need to take steps to manage these risks, including putting emergency arrangements in place

Confined Spaces Emergencies

- If an associate working in a confined space is overcome or injured and it is safe to do so, he is to be removed to fresh air immediately, first aid administered by a qualified individual and necessary emergency help obtained.
- No one should enter a confined space to assist anyone inside without first summoning help and with an appropriate airline respirator or self-contained breathing apparatus.

Commit to Memory Confined Spaces

- Have a rescue plan in place before hand.
- Never work alone - always get help.
- Provide an examination on the size of the entrance.
- Follow the correct procedure providing special tools and lighting.
- Always test the air before entering and never go in to a confined space to rescue someone who has passed out. Always use B.A equipment.
- Confined spaces can be fatal. Many workers have died trying to help their mate when they have passed out.
- Safety is every ones responsibility.

Isolation

A lockout procedure shall be followed on every appropriate occasion to ensure the Safety of persons working on or near a place and equipment that is in the process of being cleaned, serviced, repaired or altered. This procedure applies even though the switch or valve is close at hand and the machinery will be shut down only for a short time.

All equipment is to be disconnected the power source, piping, valves etc. shall be identified by name or number where machinery may have several power sources each shall be locked out.

Health & Safety Definition of Lockout Methods

Isolation

- The removal of the energy source from an item of equipment in such a way as to prevent the possibility of inadvertently rejuvenating the whole or a specified section of that equipment. It must also prevent the introduction of contaminants or conditions through equipment such as piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment into work areas defined as “confined spaces”

Lockout Device

- A mechanical arrangement that prevents movement of a switch or valve
- Main control Switch (Disconnect)
- A switch that shuts off all electrical power to the machine starter control. It should completely disconnect the machine from electrical service.

Starter Switch

- Normally operated to start and stop the piece of machinery

Interlock

- An auxiliary contact on a motor starter which when closed activates another starter and starts a motor, allowing movement of machinery or material

“Danger –Do Not Operate” Tag

- A method of warning to protect employees against operating machinery

Management’s Responsibility for Isolation

- Ensure written isolation procedures are available to all personnel effecting isolations for the site for all types of plant, machinery and equipment including valves.
- Make sure all employees receive appropriate instruction and training in the correct isolation procedures for the site.
- Ensure the availability and supply of lockout devices and control the storage and disuse of these devices and tags for the site, maintain a record of any lockout device issued
- Ensure that all plant machinery and equipment are capable of being isolated

Supervise the Isolation Process

- Identify the plant, machinery and equipment to be isolated
- Provide instruction as to the correct means for isolation
- Identify the main isolation point (s) for lockout devices and tags to be affixed

Supervise the De-isolation Process

- Make every practicable effort to contact the employee who initially places the lock or tag
- Conduct an exhaustive search around machinery and equipment to ensure no employees are present
- Complete a de-isolation request (a record of control form)
- Remove any personal lock from use in the area
- Check that all personal danger tags and lockout devices have been removed at the completion of a job and that plant machinery or equipment is sensible to be used.

Employee's Responsibility for Isolation

- Notify the Supervisor of the area in which work is to be conducted, of any requirement to isolate plant and machinery.
- Isolate as instructed by the Supervisor
- Secure a lockout device and danger tag to the main isolating switch, valve etc. Always use a lock for isolation purposes identified by the Supervisor. This must be done before performing any work on the machinery.
- Clear the area of other employees and try starting the machine to ensure that the isolation has been successful. (Bleed any stored up power as required i.e. Steam or electricity)
- When using a personal lock retain the key on you at all times whilst the machinery is isolated. Use a lockout clip on the main isolator, if more than one employee is required to work on the machinery
- Always remember to place your personal lock and tag on machinery, regardless of whether another employee has already placed their lock and tag. Only your personal lock and danger tag will guarantee your Safety.
- Sign out for lockout devices.
- Notify the Supervisor of the work area of the job's completion or the status of the machinery at the end of the day. (This must be done prior to removing your lock and tag from the machine)
- Always remember a lock and tag may only be removed by the person who placed the lock and tag.
- If the job is not complete at the end of the day remove your personal lock and tag and place on "out of service" tag on the machinery (this will alert other employees that the machine cannot be operated)
- If you fail to remove your personal lock and tag, you will be recalled to do so

Ladders

Any worker using a ladder must be trained in using it safely and be given any additional information relevant to the specific task being undertaken. Ladders are only be used to gain access or for performing simple operations. For heavy prolonged work it is best to use mobile platforms or scaffolding.

Know the regulations that apply to ladders in your work area and choose the appropriate type of ladder to the task. Always check that it is in sound condition, stored correctly, transported and erected carefully. Always ensure the ladder is in a safe working position and on firm footing and is tied down for less movement.

Procedure to ensure the safe use of ladders in the workplace by employees and contractors

- Select a ladder of sufficient length so that it can be used at a slope no greater than 4 in 1. It extends at least 1 metre above the platform to be reached or you can stand at least 1 metre from the top of the ladder when in working position.
- Ladders should not be used in access areas or near swinging doors
- Portable ladders should only be used as a temporary measure.
- Work involving restricted vision or hot works such as welding or oxy cutting should not be preformed from a ladder
- Ladders are not to be set up on scaffolding or elevating work platforms to gain extra height.
- Any ladder used is to be suitable for the intended task. A metal ladder capable of conducting electricity is not be used for electrical work