

Health and Safety Policy and Procedures

Collab Flooring Limited

Business address	13 Beth Street, Trentham, Upper Hutt
Document owner	Jeremy Needham, Director
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Approval requirement	This document is controlled only when the policy on page 3 is signed and dated

Applies to office, storage, vehicles, client sites and all flooring work carried out by Collab Flooring Limited

Document control

This manual replaces the February 2021 version. It has been rewritten for Collab Flooring Limited's current work and must be reviewed at least annually, after a serious event, or when work, equipment, substances or legal requirements change.

Version	Date	Change	Approved by
1.0	16 February 2021	Original HazardCo policy and procedures	Not recorded
2.0	6 October 2026	Company-specific review and full update	Jeremy Needham - signature required on page 3

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1 Health and Safety Policy

Collab Flooring Limited is committed to providing and maintaining a healthy and safe workplace for workers, contractors, clients, visitors and members of the public who may be affected by our work. We will meet our duties under the Health and Safety at Work Act 2015 and applicable regulations, so far as is reasonably practicable.

We will identify foreseeable hazards and health risks, eliminate them where reasonably practicable, and otherwise minimise them using effective controls. Our planning will address flooring installation and preparation, concrete grinding, powered tools, dust, noise, vibration, hazardous substances, manual handling, vehicles, fatigue and psychosocial risks.

Our commitments

- Provide safe systems of work, maintained equipment, suitable facilities and effective emergency arrangements.
- Provide workers with the information, training, instruction, supervision and personal protective equipment needed for their work.
- Consult workers about matters that affect their health and safety and report decisions and actions back to them.
- Record and investigate incidents and near misses, correct identified causes, and notify WorkSafe New Zealand when required.
- Maintain current risk, inspection, training, equipment and hazardous-substance records.
- Monitor work-related health risks and obtain competent exposure or occupational-health advice when required.
- Support every worker's right to stop or decline unsafe work without disadvantage.
- Review this policy every 12 months and the full manual at least every 24 months, or earlier when circumstances change.

Worker responsibilities

Workers must take reasonable care of their own health and safety, avoid adversely affecting others, follow reasonable instructions and agreed procedures, use equipment and PPE correctly, and report hazards, symptoms, incidents, near misses and unsafe conditions promptly.

Approval

I approve this policy and confirm that it forms part of Collab Flooring Limited's current Health and Safety Policy and Procedures.

Approved by	Jeremy Needham
Position	Director
Signature	<i>Jeremy Needham</i>
Date signed	6 October 2027
Next policy review due	6 October 2027

Worker acknowledgement

Madix Hill

Signature: *Madix Hill.*

Date: 6 October 2027

2 Purpose and legal framework

This manual explains how Collab Flooring Limited manages health and safety across its office and storage area, vehicles and client flooring sites. It applies to Jeremy Needham, Madix Hill, any future worker, and any contractor or visitor whose work may be affected by the company.

The manual is supported by the master risk register, hazardous-substances inventory and SDSs, equipment and test-tag register, inspection records, training records, incident register, emergency information, task analyses and job-specific safety plans. Those working records show that these procedures are being followed.

Main legal requirements

- Health and Safety at Work Act 2015
- Health and Safety at Work General Risk and Workplace Management Regulations 2016
- Health and Safety at Work Hazardous Substances Regulations 2017
- Health and Safety at Work Asbestos Regulations 2016
- Fire and Emergency New Zealand Fire Safety Evacuation Procedures and Evacuation Schemes Regulations 2018
- Other applicable regulations standards approved codes of practice and client site rules

If this manual conflicts with legislation, a client requirement or a current Safety Data Sheet, the higher legal or safety requirement applies. Jeremy Needham will obtain competent advice where a requirement is uncertain.

Scope limits

This manual does not establish competency for licensed or specialist work. Electrical, asbestos-removal, gas, confined-space, work-at-height or other specialist work will only be carried out by people who hold the required training, licence or authorisation. Work will stop if the company cannot verify that the required competency and controls are in place.

3 Responsibilities

Role	Main responsibilities
Director and PCBU representative	Jeremy Needham approves this policy, provides resources, checks that controls are used, reviews records, consults workers, coordinates with clients and other PCBUs, and follows up corrective actions.
Site supervisor or person leading the job	Plans the work, completes the site induction and JSA when required, confirms equipment and PPE, controls access, stops unsafe work, records inspections and reports outcomes.
Workers	Take reasonable care, follow the JSA and site rules, use tools and PPE as trained, participate in consultation, complete inspections, and report hazards, symptoms, incidents and near misses.
Contractors if engaged	Provide evidence of competency and their health and safety arrangements, disclose hazards they introduce, comply with coordination arrangements and report events.
Clients and other PCBUs	Share relevant site information and coordinate overlapping duties, hazards, access, emergencies and work sequencing.

Officer due diligence

The Director will keep informed about health and safety matters, understand the company's work and risks, provide suitable resources and processes, ensure reported information is considered, and verify that the health and safety system is being used.

Stop work authority

Any worker may stop work and make the area safe when a control is missing, equipment is unsafe, conditions have changed, or the work could expose a person to serious harm. Work may resume only after the risk has been reassessed and effective controls are restored.

4 Worker engagement and communication

Collab Flooring Limited will involve workers when hazards are identified, controls are selected or reviewed, equipment or substances change, workplace facilities are considered, and decisions may affect worker health and safety.

How consultation occurs

- Pre-start discussions and job inductions before work begins.
- Toolbox or health and safety discussions when work, risks or controls change.
- Workplace and equipment inspections completed with worker involvement.
- Review of incidents, near misses, inspection findings, training needs and corrective actions.
- Direct discussion, text or email where workers are not in the same place.

Records and feedback

The record must identify the date, subject, worker names, views raised, decisions made, responsible person and due date. Jeremy will report outcomes back to workers and record when this occurred. Workers can raise a concern directly and may request a health and safety representative or other support where the law provides for it.

Regular review topics

Regular discussions will cover new hazards, housekeeping, equipment condition, dust and noise exposure, hazardous substances, PPE, fatigue, mental health, incidents and near misses, emergency arrangements and overdue actions.

5 Risk management and work planning

The master risk register records foreseeable hazards across the office and storage area, vehicles, client sites and flooring activities. Job-specific hazards are added through site inspections, inductions, a Job Safety Analysis or Safe Work Method Statement, and client information.

Risk management process

1. Identify the hazard and who could be harmed.
2. Assess the initial risk before controls.
3. Eliminate the risk where reasonably practicable.
4. If elimination is not reasonably practicable, minimise the risk through substitution, isolation or engineering controls, followed by administrative controls and PPE.
5. Assess the residual risk and confirm that the controls are practical and effective.
6. Assign actions and communicate the result to affected workers.
7. Review the control when conditions change, after an event, when monitoring identifies a concern, or when the control may not be effective.

Job planning

Before work starts, the person leading the job will confirm the scope, site access, other work, emergency arrangements, substrate information, hazardous substances, required competencies, equipment, electrical supply, dust and noise controls, PPE, manual-handling needs and waste disposal. Client rules do not replace Collab Flooring Limited's own risk assessment.

Job Safety Analysis

A JSA or equivalent methodology is required for high-risk or unusual work, including concrete grinding, significant dust generation, unknown substrate conditions, work near the public, or any task where the master risk register does not adequately address the conditions. It must identify the work steps, hazards, controls, responsible people and stop-work triggers. All involved workers must be named, briefed and sign before the work starts. A retrospective record must be clearly identified as retrospective.

6 High risk work and concrete grinding

Concrete floor grinding is treated as high-risk work because it can expose workers and others to respirable crystalline silica, noise, vibration, flying particles, electrical hazards and unsafe discs or guards. It may not be legally notifiable work, but it requires a documented methodology and effective health-risk controls.

Required controls

- Confirm the substrate and available asbestos information before disturbing flooring or concrete. Stop if the material or contamination status is uncertain.
- Isolate and sign the work area and coordinate access with the client or principal contractor.
- Use wet suppression where suitable and or effective on-tool extraction at the source.
- For dust that contains or may contain respirable crystalline silica, use an H-class vacuum or extractor with suitable shroud, hose and filter unless a competent exposure assessment specifies another effective system.
- Do not dry sweep or use compressed air. Use controlled vacuuming and sealed waste handling.
- Inspect the grinder, disc, guard, lead or battery, controls and extractor before use. Isolate the tool before changing discs or clearing blockages.
- Provide suitable eye, hearing, hand and foot protection and fit-tested respiratory protective equipment where required. A tight-fitting respirator requires a clean-shaven seal area.
- Limit exposure duration, plan breaks and report respiratory symptoms, hearing changes, tingling, numbness or loss of grip.

Stop work triggers

Stop if dust escapes visibly, extraction fails, a bag or filter is blocked, the guard or disc is damaged, electrical protection is uncertain, RPE is unavailable or unsuitable, another person enters the exclusion zone, worker symptoms occur, or the substrate differs from the information provided.

Other specialist work

Work involving asbestos removal, confined spaces, prescribed electrical work, gasfitting, scaffolding, work at height requiring specialist systems, or other regulated activities will be subcontracted to appropriately authorised and competent providers unless Collab Flooring Limited can demonstrate the required competency and controls.

7 Work related health and health monitoring

Health risks may develop gradually. Collab Flooring Limited will consider exposure to silica and other dusts, noise, vibration, adhesives and primers, manual handling, UV radiation, fatigue and psychosocial hazards when planning work and reviewing the master risk register.

Exposure assessment

Jeremy will obtain advice from a suitably qualified occupational hygienist or other competent professional when the level of exposure is uncertain, when required by law, or when existing information cannot demonstrate that controls are effective. Monitoring does not replace the need to control exposure at the source.

Health monitoring

Where required by the General Risk and Workplace Management Regulations or recommended by competent occupational-health advice, Collab Flooring Limited will arrange appropriate baseline and periodic health monitoring. This may include hearing tests or respiratory health monitoring. The monitoring will be supervised by an appropriately qualified occupational health practitioner, paid for by the company, explained to the worker, and handled confidentially.

Worker information and consent

Workers will be told why monitoring is proposed, what it involves, how results will be used and who will receive them. Written informed consent will be obtained where required. Each worker will receive their own results. The company will use de-identified findings where possible when reviewing controls.

Action on results

Jeremy will review monitoring reports promptly, obtain specialist advice, improve controls where required, tell affected workers what changes are being made, and make any regulator notification required by law. Health-monitoring records will be retained for the legally required period.

8 Hazardous substances

Floor primers, flooring adhesives, levelling products and cleaning or solvent products will be managed in accordance with the current Safety Data Sheet and the Health and Safety at Work Hazardous Substances Regulations 2017.

Inventory and Safety Data Sheets

- Maintain a current inventory showing each product, maximum quantity, exact storage location, hazard information and the storage and segregation requirements from Sections 7 and 10 of its SDS.
- Keep a current New Zealand SDS for every hazardous product, readily accessible to workers and emergency services. Review SDS currency when the inventory is reviewed.
- Remove obsolete products from the current inventory and dispose of them through an authorised route.

Storage and use

Products will remain labelled and in compatible containers, with lids closed when not in use. Flammable products will be kept cool, ventilated and away from ignition sources. Products will be segregated from incompatible materials and food. Quantities taken to site will be limited to what the job requires. Any compliance certification, signage, emergency equipment or secondary containment required for the quantity and classification will be provided.

Training and emergencies

Workers using hazardous products must understand the health and safety risks, safe use and storage, PPE, spill controls, first aid and disposal. Training will be recorded and signed. Spills will be contained only when it is safe to do so, kept out of drains and waterways, and managed using the SDS. Emergency services will be called when the spill, fire or exposure cannot be safely controlled.

9 Training induction and competency

Workers will receive understandable information, training, instruction and supervision appropriate to their tasks and experience. No worker will carry out a task unsupervised until Jeremy or another competent supervisor has confirmed their competency.

Induction

The company induction covers responsibilities, worker participation, hazard and event reporting, emergency arrangements, stop-work authority, PPE, tools, hazardous substances, vehicles, mental health and the main risks of flooring work. Each client site induction will address the site's specific rules, access, emergency arrangements and overlapping work.

Competency evidence

- Training certificates, licences, qualifications and current first-aid records.
- Documented instruction and supervised practical assessment for company tools and tasks.
- Signed hazardous-substances, PPE, grinder and dust-control training records.
- Years of relevant experience where this is supported by a documented competency assessment.

Training register

The training register will record the worker, topic, provider or trainer, completion date, expiry or refresher date, competency outcome and supporting evidence. Jeremy will review the register at least annually and before assigning unfamiliar or higher-risk work.

Young or inexperienced workers

Young or inexperienced workers will receive closer supervision and will not use hazardous machinery or undertake harmful work unless legal age, training and supervision requirements are met.

10 Plant tools equipment and electrical safety

All plant, tools and equipment must be suitable for the work, used in accordance with manufacturer instructions and kept in safe working order. The equipment register will identify each asset, responsible person, inspection history, electrical test information where applicable, condition and next action.

Pre use checks

- Body, casing, handles, guards, switches and controls.
- Lead, plug, battery and charger condition.
- Grinding disc or attachment suitability, rating and damage.
- Dust shroud, hose, filter and bag condition.
- Safety labels, manufacturer instructions and required PPE.
- A short operational check in a safe area.

Defects and isolation

A defective item must be stopped, disconnected or otherwise isolated, labelled out of service and reported. It must not return to use until a competent person has repaired and checked it. Repairs, filter changes, bag replacement and other maintenance will be recorded.

Electrical equipment

Mains-powered equipment will be visually checked before use and protected by an appropriate RCD where required. Inspection, testing and tagging will be completed by a competent person at an interval based on the operating environment, applicable electrical safety requirements and the manufacturer's instructions. A tag does not replace a pre-use visual check.

11 Inspections maintenance and corrective actions

Workplace and equipment inspections are used to check that controls remain effective. The frequency will reflect the work, the site, manufacturer requirements, equipment condition and any client requirement.

Workplace inspections

The inspection covers access and egress, housekeeping, slips and trips, lighting, ventilation, public separation, emergency access, welfare facilities, chemical storage, dust and waste, manual-handling conditions, other trades and any new hazard. Results will identify the site, date, inspector, findings, actions, responsible person and completion date.

Equipment inspections

Equipment inspections will identify the asset and check the relevant condition, guarding, electrical components, attachments, controls, extraction system and operational function. Where a defect is identified, the record will show whether the item was removed from service and how the defect was corrected.

Communication and close out

Inspection results will be discussed with affected workers. The record will name the workers informed and show the communication date or worker acknowledgement. Jeremy will check that actions are completed by the due date and record the close-out evidence.

Minimum record expectation

Completed workplace and equipment inspection records will be retained and made available for prequalification or audit. Blank templates do not demonstrate that an inspection occurred.

12 Personal protective equipment

PPE is used after higher-level controls have been considered. It must suit the hazard, the worker and the other PPE worn at the same time. Collab Flooring Limited will provide required PPE unless another PCBU has already provided suitable PPE under a lawful arrangement.

Selection and issue

- Safety footwear suitable for the site and task.
- Eye or face protection for grinding, cutting, mixing and chemical splash risks.
- Hearing protection selected for the noise exposure and compatible with other PPE.
- Task and substance-specific gloves that do not introduce entanglement or loss-of-control risks.
- Respiratory protective equipment selected for the contaminant and exposure level, with fit testing for tight-fitting respirators.
- Protective clothing, high-visibility clothing or head protection where the site or task requires it.

Use maintenance and records

Workers will be trained to fit, use, clean, inspect and store PPE. Damaged, contaminated or expired PPE will be replaced. Reusable RPE will be cleaned and maintained according to manufacturer instructions. PPE issue, fit testing and maintenance will be recorded where appropriate.

13 Events investigations and WorkSafe notification

All injuries, illnesses, incidents, near misses, property damage and uncontrolled exposures must be reported to Jeremy as soon as possible. The immediate priority is to provide first aid, call 111 when required, prevent further harm and preserve evidence.

Recording and investigation

- Record the event promptly in the incident register, including periods when no events were reported if this is the company's chosen register practice.
- Investigate events that caused or could have caused harm. Identify immediate causes, underlying or root causes, missing or failed controls, and corrective actions.
- Assign an owner and due date to each action and verify completion.
- Discuss relevant findings and control changes with workers and record that communication.

Notifiable events

Jeremy will determine whether an event is notifiable under the Health and Safety at Work Act 2015 and notify WorkSafe as soon as possible when required. The site of a notifiable event will not be disturbed until an inspector authorises it, except to save life, prevent further harm, maintain essential services or as otherwise permitted by law. Records of notifiable events will be kept for at least five years.

No blame reporting

Workers will not be disadvantaged for reporting a hazard, near miss, symptom or event in good faith. Early reporting allows controls to be corrected before someone is seriously harmed.

14 Emergency management and first aid

Emergency arrangements must be suitable for the office and storage area, vehicles and each client site. Site-specific emergency information will be confirmed during induction and kept accessible to workers.

Emergency plan content

- Likely emergencies, including fire, serious injury, chemical spill, earthquake and severe weather.
- How to raise the alarm, contact 111, evacuate and account for people.
- Assembly points, site access for emergency services and responsibilities.
- Location of first-aid kits, spill equipment and firefighting equipment.
- How workers at remote or changing sites will communicate.
- Testing frequency and how lessons or changes are recorded.

Fire safety

Means of escape will be kept clear. Workers will follow the building's evacuation procedure and any approved evacuation scheme. Flammable materials will be stored and handled to control ignition and fire spread. Fire equipment will be maintained where provided or required.

First aid

Accessible first-aid supplies will be available in the work vehicle and workplace. Collab Flooring Limited will ensure workers can access an adequate number of trained first-aid persons. First-aid supplies will be checked and replenished, and treatment will be recorded where required.

15 Vehicles travel lone work and manual handling

Vehicles and travel

Drivers must hold the correct licence, comply with road rules, wear seat belts and avoid mobile-phone distraction. Vehicles will have current registration and warrant or certificate of fitness as applicable and will be serviced. Loads, chemicals and tools will be secured. Drivers will plan breaks and will not drive when fatigue, medication, illness or impairment makes driving unsafe.

Lone or isolated work

Before lone work, Jeremy and the worker will consider the task, location, communication coverage, access, expected finish time and emergency response. A check-in method and escalation time will be agreed. High-risk work will not be carried out alone where prompt assistance or rescue may be required.

Manual handling and ergonomics

Work will be planned to reduce lifting, carrying, kneeling, twisting and repetitive effort. Workers will use mechanical aids or team lifts when appropriate, divide loads into manageable quantities, keep access clear and vary tasks or take breaks. Work height and body position will be adjusted where possible. Pain or early symptoms will be reported so the task can be reviewed.

16 Workplace hygiene mental health and wellbeing

Workplace hygiene

Workers will have access to drinking water, toilets, hand-washing facilities and a clean place for breaks. Work areas, tools, vehicles and shared equipment will be kept clean. Dust-contaminated clothing and PPE will be managed to prevent taking contamination into vehicles or homes. Workers who may expose others to an infectious illness should follow current public-health advice and tell Jeremy when work arrangements need to change.

Mental health and psychosocial risks

Collab Flooring Limited recognises that work can affect mental as well as physical health. Work planning will consider workload, fatigue, unreasonable time pressure, unclear expectations, bullying, harassment, conflict, isolation and exposure to distressing events.

- Treat workers respectfully and address concerns promptly and confidentially.
- Set realistic workloads and timeframes and allow suitable breaks and recovery time.
- Encourage workers to speak with Jeremy when work demands or personal circumstances may affect safety.
- Respond to bullying, harassment or threats and protect workers from retaliation for raising concerns.
- Provide information about appropriate professional or emergency support when needed.

The separate Mental Health Policy Statement supports this procedure. An immediate risk of self-harm or harm to another person is an emergency and must be escalated to 111 or an appropriate crisis service.

17 Contractors clients and other PCBU's

Collab Flooring Limited does not currently engage or manage subcontractors as part of its normal operations. This section applies before any future contractor is engaged and whenever the company works alongside a client, principal contractor or another PCBU.

Contractor selection

Before engagement, Jeremy will confirm the contractor's competency, licences or qualifications, insurance where required, relevant safety system, incident history where appropriate, plant and hazardous-substance arrangements, and ability to complete the work safely. The level of checking will reflect the risk of the work.

Consultation coordination and monitoring

- Exchange information about site hazards, work methods, emergencies and overlapping activities.
- Agree who will control access, isolate hazards, provide facilities and communicate changes.
- Induct contractor workers and record their attendance.
- Monitor the work to the extent Collab Flooring Limited can influence or control it.
- Stop work and resolve any serious or repeated failure to follow agreed controls.

Client sites

A client's instruction does not remove Collab Flooring Limited's duties. Jeremy will consult, cooperate and coordinate with other PCBU's whose duties overlap. Relevant site documents, inductions, JSAs and communications will be retained.

18 Monitoring review and records

The Director will review whether the health and safety system is being used and whether controls remain effective. The review will consider actual records, worker feedback and work conditions rather than relying on blank templates or policy statements alone.

Review schedule

Record or system	Minimum review trigger
Policy	Every 12 months and after a significant change or event
Full manual	At least every 24 months and after material legal or operational change
Master risk register	At least every 24 months and whenever hazards, work or controls change
Hazardous-substances inventory	At least every 12 months and when products, quantities, SDSs or storage change
Training register	At least annually and before assigning unfamiliar or high-risk work
Equipment and inspection records	After each inspection, test, repair, purchase or removal from service
Emergency arrangements	After testing, workplace change or emergency
Health monitoring programme	As advised by the occupational-health or exposure-monitoring provider

Record retention and privacy

Records will be legible, dated and attributable to the people involved. Notifiable-event records will be kept for at least five years. Health-monitoring records will be retained for the period required by law and stored confidentially. Other records will be kept long enough to demonstrate the system and any applicable contractual or legal requirement.

Corrective actions

Each corrective action will have an owner, due date and completion record. Jeremy will follow up overdue or ineffective actions and tell affected workers what changed.

19 Definitions and reference material

Term	Meaning in this manual
PCBU	A person conducting a business or undertaking.
Worker	A person who carries out work in any capacity for a PCBU, including an employee or contractor.
Officer	A person such as a company director who has due-diligence duties under the Health and Safety at Work Act 2015.
Hazard	A situation or thing with the potential to cause death, injury or illness.
Risk	The possibility that death, injury or illness could occur when a person is exposed to a hazard.
Reasonably practicable	What can reasonably be done after considering likelihood, degree of harm, knowledge, available controls and whether cost is grossly disproportionate to risk.
Notifiable event	A death, notifiable injury or illness, or notifiable incident as defined by the Health and Safety at Work Act 2015.
SDS	Safety Data Sheet for a hazardous product or substance.
JSA	Job Safety Analysis or equivalent task-specific methodology.

Official references checked for this review

- New Zealand Legislation. Health and Safety at Work Act 2015.
- New Zealand Legislation. Health and Safety at Work General Risk and Workplace Management Regulations 2016.
- New Zealand Legislation. Health and Safety at Work Hazardous Substances Regulations 2017, latest version checked 6 October 2026.
- New Zealand Legislation. Health and Safety at Work Asbestos Regulations 2016.
- New Zealand Legislation. Fire and Emergency New Zealand Fire Safety Evacuation Procedures and Evacuation Schemes Regulations 2018.
- WorkSafe New Zealand. Silica dust in the workplace; controlling dust with on-tool extraction; industrial vacuums and portable extractors for hazardous dust.
- WorkSafe New Zealand. Exposure monitoring and health monitoring guidance for businesses.
- WorkSafe New Zealand. What events need to be notified and Notify WorkSafe.

Document review confirmation

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