

KM DASS & Company
Commercial Cleaning & Facilities Management



HEALTH & SAFETY MANUAL

Soumik Mukherjee, Director

2019 - 2020

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1. Employer commitment to health and safety

We are committed to making this workplace safe and healthy.

1.1 Health and safety policy

Management commitment

Managing Director, Soumik Mukherjee has signed our health and safety policy, demonstrating the commitment of management to the health and safety of people working or involved with our organisation. The policy outlines the duties of management and employees.

A copy of our health and safety policy is on the next page.

KM Dass & Co 's health and safety policy

We are committed to providing and maintaining a safe and healthy working environment for our employees, visitors, and all people using our premises as a workplace.

To ensure a safe and healthy work environment, we will develop and maintain a health and safety management system. Specifically, management will:

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance against these
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take corrective action
- Actively encourage people to report any pain or discomfort early on
- Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to significant hazards
- Ensure all employees are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- Encourage employee consultation and participation in all matters relating to health and safety
- Promote a system of continuous improvement – this includes reviewing policies and procedures each year
- Meet our obligations under the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995, codes of practice, and any relevant standards or guidelines.

Every manager, supervisor or foreperson has a responsibility for the health and safety of employees working under their direction.

Every employee is expected to share in this commitment to health and safety in the workplace by:

- Observing all safe work procedures, rules and instructions
- Reporting any pain or discomfort early on
- Taking an active role in the company's treatment and rehabilitation plan, to ensure an "early and durable return to work"
- Ensuring all incidents, injuries and hazards are reported to the appropriate person.

The health and safety committee includes senior management representatives and union and other nominated employee representatives. It is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed and dated: Soumik Mukherjee 11th September, 2019

Position: Managing Director

1.2 Relevant industry requirements

We aim to meet the requirements of all legislation, regulations, code of practices, safety data sheets for particular hazards, and industry best practices. These are listed below:

- Health and Safety in Employment Act 1992
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015 (HASAWA)
- Health and Safety at Work (Hazardous Substances) Regulations 2017

1.3 Health and safety roles

The following staff has specific roles and responsibilities relating to health and safety. Their performance relating to these duties is evaluated annually.

Name	Duties
Name: Soumik Mukherjee Position: Managing Director	<ul style="list-style-type: none">• Sets health and safety plans/objectives• Ensures injured employees are given planned rehabilitation• Consults with outside advisers• Trains supervisors/line trainers/ cleaners• Reports serious harm injuries to the Department of Labour• Investigates accidents• Ensures employees are inducted and managed
Name: Soumik Mukherjee Position: Managing Director	<ul style="list-style-type: none">• Supervises employees to ensure hazards are managed• Supervises and implements rehabilitation• Carries out quarterly inspections• Supervises visitors and contractors• Trains employees in induction and safe work procedures• Completes accident records (accident register)

1.4 Safety expectations

We have very clear health and safety expectations for all employees, and clear processes to follow when these expectations are breached.

Our health and safety expectations are that employees:

- Ensure that their actions or inactions do not cause harm to themselves or others
- wear all PPE provided when required
- report hazards
- Report all accidents, incidents and near misses.

Here is the disciplinary process if an employee breaches these expectations:

- We review our process to meet the H&S expectation from employees quarterly.
- All our employee must meet these expectations

1.5 Health and safety management plan

Our annual health and safety plan is based on SMART objectives, meaning they are specific, measurable, achievable, relevant and time-bound.

Management works with employees through the health and safety committee to set the company's health and safety objectives, which are then listed in our annual health and safety plan. A copy of this is on the following page.

The health and safety committee allocates responsibilities to ensure these objectives are met.

Each year, management and employees review the outcomes to ensure the objectives have been achieved. If not, management and employees take corrective action to ensure the objectives will be met.

1.6 Return to work

Return to work

In the event of work-related injury or illness we ensure our employees receive appropriate medical treatment and assessment as quickly as possible. Soumik is responsible for establishing and maintaining early contact with all injured or ill employees, regardless of whether it is a work-related injury or not.

Employees with work-related injuries

If an employee suffers any injury at work, they must report it to their supervisor as soon as possible and record it in the accident register.

If they require medical assistance, the doctor or hospital will complete an ACC 45 form, which the employee must present to management as soon as possible.

Alternative duties may be allocated until the injured employee is fit to return to their normal duties. In addition, the injured employee may be able to get extra assistance. All of these options should be discussed by the company, the employee, their ACC case manager and medical provider as required.

2. Planning, review and evaluation

We are committed to continually improving our health and safety systems.

2.1 Monitoring and reviews

We ensure our health and safety system is monitored and reviewed:

- We use the check sheet on the following page to do this.
- We monitor known hazards to determine whether the hazards continue to exist and the controls remain effective. We record inspections and update the hazard register.
- We monitor workplace conditions and practices and identify new hazards that may arise. We record inspections and update the hazard register.
- We annually review our systems using the ACC WSMP self-assessment audit.
- We review and update our health and safety plans and objectives each year.
- We review all procedures and hazard management controls after each significant and potentially damaging event.
- We review all injury data each year and use this information to identify appropriate goals for the safety plan.
- We review this health and safety manual each year, to ensure the policy has been updated and signed and documentation is updated.
- We review the health and safety responsibilities designated to staff, each year.

KM Dass & Co.'s monitoring and reviews check sheet

Topic/task	Review date	Person(s) responsible
Monitor known hazards		
Monitor workplace		
Self-assessment		
Review health and safety plan		
Review significant events		
Review injury data		
Review health and safety manual		
Review health and safety responsibilities		

3. Hazard management

We have an active process to manage hazards: we identify hazards, assess them for significance, control them and regularly review our controls and the whole hazard management system.

3.1 Hazard management definitions

The following terms are key definitions from the Health and Safety in Employment (HSE) Act 1992 used in our health and safety manual.

3.1.1 Hazard

- (a) 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
- (b) 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.

3.1.2 Significant hazard

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

- (a) Serious harm; or
- (b) 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
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

3.1.3 Harm

- (a) Means illness, injury, or both; and
- (b) Includes physical or mental harm caused by work-related stress.

3.1.4 Serious harm

Means death, or harm described in the First Schedule to the Act as follows:

1. Any of the following conditions that amounts to, or results in, permanent loss of bodily function, or temporary, severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration or crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence.

3.1.5 All practicable steps

1. ...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 -
 - (a) The nature and severity of the harm that may be suffered if the result is not achieved; and
 - (b) 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
 - (c) The current state of knowledge about harm of that nature; and
 - (d) The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each of those means; and
 - (e) The availability and cost of each of those means.
2. To avoid 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.

3.1.6 Eliminating hazards

Significant hazards to employees to be eliminated if practicable.

Where there is a significant hazard to employees at work, the employer shall take all practicable steps to eliminate it.

3.1.7 Isolating hazards

Significant hazards to employees to be isolated where elimination impracticable, where -

- (a) There is a significant hazard to employees at work; and
- (b) Either -
 - (i) There are no practicable steps that may be taken to eliminate it; or
 - (ii) All practicable steps to eliminate it have been taken, but it has not been eliminated

The employer shall take all practicable steps to isolate it from the employees.

3.1.8 Minimising hazards

Significant hazards to employees to be minimised, and employees to be protected, where elimination and isolation impracticable

- 1. Where -
 - (a) There is a significant hazard to employees at work; and
 - (b) Either -
 - (i) There are no practicable steps that may be taken to eliminate it; or
 - (ii) All practicable steps to eliminate it have been taken, but it has not been eliminated; and
 - (c) Either -
 - (i) There are no practicable steps that may be taken to isolate it from the employees; or
 - (ii) All practicable steps to isolate it from the employees have been taken, but it has not been isolated, -

The employer shall take the steps set out in subsection 2.

- 2. The steps are -
 - (a) To take all practicable steps to minimise the likelihood that the hazard will be a cause or source of harm to the employees; and
 - (b) To provide, make accessible to, and ensure the use by employees of suitable clothing and equipment to protect them from any harm that may be caused by or may arise out of the hazard; ...

3.2 Hazard identification

3.2.1 Methods used for identifying hazards

We use several methods to identify hazards:

- Workplace inspections
- Task or job analysis
- Safety observation
- Accident, incident or near-miss investigation
- Process analysis
- Area analysis
- Injury data analysis
- Employee feedback

3.2.2 Who is involved in hazard management?

The people listed below are involved in our hazard management processes.

Name	Skills and experience in hazard management

3.2.3 Hazard reporting

We encourage all employees to report any hazards they observe, using the hazard reporting sheet on the next page.

KM Dass & Co.'s hazard reporting sheet

Work area:

Date:

What is the hazard?

Where and how would contact with the hazard occur?

Who comes into contact with the hazard?

How often does contact occur?

What harm would normally happen if someone comes into contact with the hazard?

Suggested actions:

Name:

Signed:

3.2.4 Hazard register

We list all identified hazards on our hazard register.

The next page has an example of our register. It includes the significance of hazards and the practicable steps (elimination, isolation or minimisation) we've taken to control them.

We monitor these controls as required, and Soumik Mukherjee, Managing Director reviews the hazard register quarterly

3.3 Dealing with changes

New or modified equipment, material, services or processes

Soumik Mukherjee, Managing Director is responsible for assessing new equipment and modifying or altering existing equipment.

All hazards that may result as an outcome of changes in equipment, material, services or processes are identified, assessed and controlled, and this information is added to the hazard register.

3.4 Personal protective equipment

Personnel protective equipment (PPE) is issued to all employees for specific tasks.

There are two forms on the next page. One is a register that helps us to track and maintain our PPE. The other is used when we issue PPE. It includes a date of issue and requires employees to state the training they've received enabling them to use the PPE.

Soumik will train employees in the correct use and maintenance of PPE.

Not wearing correct PPE will result in disciplinary action.

KM Dass & Co.'s personal protective equipment registers

Equipment	When to be used (hazard)	Maintenance guidelines	Replacement (date or condition)

KM Dass & Co.'s personal protective equipment – issuing equipment

Name	Equipment	Training provided	Issue date	Date returned

3.5 Health monitoring

We have a health monitoring programme to identify any health effects of hazardous exposure as soon as possible, and to prevent further harm.

Hazards that require health monitoring as the appropriate means of control are recorded on the health monitoring form on the following page. This includes identifying the health monitoring required as the result of an incident or investigation.

We inform employees about the results of our health monitoring, and we do this in a way that ensures the identity of individuals involved is protected.

We investigate any results that indicate work-related harm (sub-optimal results), to ensure that all hazards contributing to that result are identified and effective controls are in place.

We add any new hazards to our hazard register.

KM Dass & Co.'s health monitoring programme

Task	Potential harm	Method of monitoring health	Frequency of monitoring

3.6. Environmental monitoring

We monitor the work environment to ensure we do not exceed safe limits on things such as noise, airborne contaminants or particles.

3.7 Pre-employment screening

Our pre-employment screening aims to ensure we do not employ anyone who, as the result of a disability or medical condition, would be at risk in the workplace or put others at risk.

Our screening process may include the following requirements:

- Certificate from the applicant's medical practitioner
- Completing a medical questionnaire
- Examination by our medical practitioner
- Medical tests such as audiometry, eyesight, ECG and lung function test
- Selected personal questionnaires

4. Information, training and supervision

We provide our employees with health and safety information, training and supervision to ensure they have the skills and knowledge to do their jobs safely. We check with our employees to ensure they have understood the information and training we provide.

4.1 Access to information

All appropriate information, signs, posters and meeting minutes relating to health and safety are displayed. Here is a list of the information we have available:

Type of information	Where it is located
Health and safety policy	
Health and safety expectations	
Hazard register	
Accident/incident reporting forms	
Accident/incident register	
Emergency procedures and wardens	
Emergency exits	
Other hazard warning signs	
Minutes of health and safety or toolbox meetings	
Safety data sheets, safe operating procedures, guidelines and codes of practice	

4.2 Internal training

Health and safety training

We provide the following health and safety information and training:

- Health and safety induction for new staff, visitors and contractors so that they are aware of their responsibilities as well as our responsibilities as the employer. This includes informing employees about how they can participate in health and safety and raise issues with the health and safety committee
- Hazard awareness
- Incident and injury reporting
- PPE
- Emergency procedures
- Specific information and training related to the jobs and tasks of an employee, such as safe operating procedures, codes of practice and certification (if required).

4.3 Induction

On the following two pages is the checklist we use for induction.

Induction training is carried out by Soumik Mukhejee

KM Dass & Co.'s workplace induction checklist			
Company name:			
Employee name:		Position/job title:	
Employment start date:		Supervisor/manager:	

This workplace

I have been shown/introduced to:

- My supervisor/manager
- Other employees
- Key jobs, tasks and responsibilities
- Work area, toilets, eating and drinking facilities
- Where to make phone calls and collect messages

Employment conditions

I know about:

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if I'm sick

Health and safety

I have been shown:

- How to do my job safely, including the use of guards and other safety equipment
- The safety signs and what they mean
- How to safely use, store and maintain safety equipment
- How to safely use, store and maintain equipment, machinery, tools and hazardous substances

I know:

- My responsibilities as an employee
- Who my health and safety representatives and committee members are
- When the health and safety committee meets
- Where health and safety information is kept

Hazards

I know:

- The hazards in my workplace
- The controls for these hazards
- How to report hazards
- Where records of hazards are kept
- The procedures for working safely
- I will receive the results of personal health monitoring

Emergencies

I am familiar with:

- The location of the emergency exits
- The location of the fire extinguishers
- The evacuation procedure
- The first-aid kit and its location
- Who can provide first-aid (if applicable)

My assembly area is:

My emergency wardens are:

Incidents and injuries

I know:

- To report injuries, near hits and misses and early signs of discomfort and how to report them
- Where incident/injury forms are kept
- Who I report to
- Reports will be investigated and I will be informed of the results

Signed by employee:		Date:	
Signed by manager:		Date:	

4.4 Training records

Training is an important control measure to minimise the effects of exposure to significant hazards. We have the following procedures to ensure all our employees are trained to work safely:

- We keep individual training records for each employee, and we update these each year. The next page has an example of a training record.
- Where training is required and not already offered, we establish and implement a training plan. A copy of our safety training plan follows.
- Staff responsible for training and supervision are either experienced in these responsibilities or given appropriate training. Their responsibilities for training or supervision are included in their job description.

KM Dass & Co.'s training record

Employee:

Occupation:

Training subject (and key points covered)	Date trained	Date retrained	Signature to confirm training delivered and understood
			Employee: Supervisor:
			Employee: Supervisor:
			Employee: Supervisor:
			Employee: Supervisor:

KM Dass & Co.'s employee safety training plan

Employee	TRAINING REQUIRED		
	Specific training required	Planned completion date	Actual completion date

4.5 External training

Criteria for using external trainers

Before contracting any external training we consider the following criteria:

- The provider's knowledge of the subject
- Their proven competence of presenting training
- If the training aims are consistent with our training objectives
- If the service provider can adapt training to meet our specific needs
- If the training is adequate to ensure effective learning
- If training is delivered in a cost and time effective manner.

5. Accident/incident systems

We report, record and investigate all accidents/incidents and near misses. We control any new hazards and make improvements to prevent similar incidents/accidents or near misses from happening again.

5.1 Responding to injuries

All our employees are trained to ensure they are safe before helping an injured person. There is more information about emergency procedures in Chapter 7.

Our employees are trained to report any incident to their supervisor or manager as soon as possible.

5.2 Recording accidents and near misses

Accident register

All work-related accidents and near misses are recorded in the accident register. An example of this form is on the next page. This form is also used for reporting accidents to the Department of Labour.

If an employee is off-site, the accident must be reported as soon as possible. The accident register is kept in the company closet.

Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992

For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:

(business name, postal address and telephone number)

2 The person reporting is:

- an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name	
Residential address	

Date of birth

Sex (M/F)

5 Occupation or job title of injured person:
(employees and self-employed persons only)

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6 The injured person is:

- an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:
(employees only)

- 1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

Time am/pm

Date Shift Day Afternoon Night

Hours worked since arrival at work
(employees and self-employed persons only)

10 Mechanism of accident/ serious harm:

- fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 mental stress

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (e.g. dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12 Body part:

- head neck trunk
 upper limb lower limb multiple locations
 systemic internal organs

13 Nature of injury or disease: fatal

(specify all)

- | | |
|--|---|
| <input type="checkbox"/> fracture of spine | <input type="checkbox"/> puncture wound |
| <input type="checkbox"/> other fracture | <input type="checkbox"/> poisoning or toxic effects |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> multiple injuries |
| <input type="checkbox"/> sprain or strain | <input type="checkbox"/> damage to artificial aid |
| <input type="checkbox"/> head injury | <input type="checkbox"/> disease, nervous system |
| <input type="checkbox"/> internal injury of trunk | <input type="checkbox"/> disease, musculoskeletal system |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> disease, skin |
| <input type="checkbox"/> open wound | <input type="checkbox"/> disease, digestive system |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> disease, infectious or parasitic |
| <input type="checkbox"/> bruising or crushing | <input type="checkbox"/> disease, respiratory system |
| <input type="checkbox"/> foreign body | <input type="checkbox"/> disease, circulatory system |
| <input type="checkbox"/> burns | <input type="checkbox"/> tumour (malignant or benign) |
| <input type="checkbox"/> nerves or spinal chord | <input type="checkbox"/> mental disorder |

14 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
(b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____

Name _____
- tion _____

5.3 Reporting serious harm

Reporting to the Department of Labour

All serious harm injuries are reported to the Department of Labour immediately by phone or fax and submitted in writing within seven days. This is done using the form on the previous page.

Soumik is responsible for reporting to the Department of Labour. In their absence, the most senior person present is responsible.

Contact details – Department of Labour

The nearest Department of Labour office is:	
Hamilton City	
Address:	
430 Victoria St, Hamilton 3204	
Phone: 07-953560	Fax:

5.4 Accident investigation procedure

We investigate all accidents, incidents and near-misses to determine the causes. This includes investigating all incidents involving our visitors and contractors.

We use the following procedures:

- All serious harm injuries are investigated and the results are recorded on the form on the following page.
- All other incidents or near-misses are investigated and the results recorded.
- Managing Director and Business Manager carries out the investigations.
- Managing Director and Business Manager follows up all incidents and puts in place new procedures or actions as appropriate.
- Any new hazard that is identified, or control measures introduced through the investigation, is recorded in the hazard register. This is the responsibility of the person carrying out the investigation.
- Findings from all incident investigations are communicated to all staff by meeting, open communication, reporting, etc.

Name of organisation: Branch/department:

PARTICULARS OF ACCIDENT				
Date of accident M T W T F S S		Time	Location	
Date reported				
THE INJURED PERSON				
Name		Address		
Age	Phone number			
Date of accident		Length of employment - at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		
DAMAGED PROPERTY				
Property/ material damaged		Nature of damage		
		Object/substance inflicting damage		
THE ACCIDENT				
DESCRIPTION: Describe what happened (space overleaf for more information and diagram — essential for all vehicle accidents)				
ANALYSIS: What were the causes of the accident?				
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?		
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	<input type="checkbox"/> Minor	<input type="checkbox"/> Occasional <input type="checkbox"/> Rare
PREVENTION				
What action has or will be taken to prevent a recurrence? Tick items already actioned				By whom
Use space overleaf if required				When
TREATMENT AND INVESTIGATION OF ACCIDENT				
Type of treatment given		Name of person giving first aid		Doctor/hospital
Accident investigated by		Date	DOL advised YES / NO	Date

5.5 Who is involved in incident investigations?

These people are involved in our incident investigations:

Name	Skills and experience in incident investigation

5.6 Analysis of incidents

Accident/incident trends

All investigated accidents or incidents are summarised on the summary of accident reports/investigations form on the following page.

This report is analysed quarterly to identify trends such as location, the people and machinery involved, the body part injured etc.

If the analysis shows any trends, these are added to the hazard register and the appropriate control measures are taken.

This analysis is discussed at annual meeting and the results are communicated to all staff.

KM Dass & Co.'s summary of accident reports/investigations

Date	Short description	Reported to Department of Labour (Y/N)	Investigated (Y/N)	Rehabilitation plan (Y/N)	Significant hazard (Y/N)	All action completed?	
						(Y/N)	Date

6. Employee participation

We involve our employees and, where applicable, their representatives in developing, agreeing, implementing and maintaining an employee participation system.

6.1 Participation processes

Employee participation processes used

We use the following employee participation processes:

- We hold regular health and safety discussions or toolbox meetings with management and staff.
- We involve employees in our hazard management processes, which include:
 - identifying hazards regularly, especially when things have changed
 - recording the hazards in the hazard register
 - reporting back to staff about the decisions taken on controlling hazards, and the reasons for these decisions
 - providing training on hazard management.
- We consult with our employees and gain agreement on a process to elect health and safety representatives.
- We hold regular health and safety committee meetings.
- We ensure health and safety committee membership is acceptable to employees and management.
- We ensure the committee includes a management representative with the authority to implement recommendations, employee representatives, and some members with specialist knowledge and skills.

6.2 Health and safety meetings

Health and safety meetings are open to all employees. We document all meetings and provide minutes to employees in our annual meeting.

We use the form on the following page to record our safety discussions.

KM Dass & Co.'s record of safety discussions			
Workplace name:		Date of discussion:	
People present:			
Comments and issues			
Action	By whom	By when	Completed (sign and date)

7. Emergency readiness

We have identified the types of emergencies that could affect our company, and developed an emergency plan and procedures to deal with them.

7.1 Emergency planning

Our emergency plan identifies all potential emergency situations and the required responses for each. Here's the checklist we used to develop our emergency plan:

Emergency plan content	
A floor plan (or site plan) that shows:	
○ the location of exits and assembly areas	<input type="checkbox"/>
○ all the hazardous substances kept on-site and where they are stored	<input type="checkbox"/>
A procedure for each emergency identified	<input type="checkbox"/>
Identified who takes charge in each emergency situation	<input type="checkbox"/>
Processes to communicate an emergency to all employees	<input type="checkbox"/>
The services and official organisations to call for each emergency and their contact details	<input type="checkbox"/>
Specialised training that emergency response employees require to respond to emergencies. This includes refresher training	<input type="checkbox"/>
The training all employees will require	<input type="checkbox"/>
The emergency equipment required, where it is kept, and how often it's checked	<input type="checkbox"/>
The PPE needed and how it's maintained	<input type="checkbox"/>
The emergency equipment or supplies needed	<input type="checkbox"/>
The frequency with which procedures are tested and reviewed	<input type="checkbox"/>

7.2 Emergency procedures

Emergencies that could affect us

We have identified the following emergencies that could affect our workplace and we have an emergency procedure for each of them.

Emergencies that could be caused by poorly controlled hazards:

- Emergency due machine breakdown
- Emergency due to electric short circuit
- Accident due to chemical reaction

General emergencies caused by fire or natural disasters such as earthquakes and floods:

- Fire
- Earth Quake
- Physical Accident

KM Dass & Co.'s emergency procedure checklist from Client Site	
Method of warning employees that there is an emergency	<input type="checkbox"/>
Procedures for on-site (Client Site) emergency response from wardens, first-aid personnel and rescue squads	<input type="checkbox"/>
Procedures for providing immediate medical assistance and first-aid	<input type="checkbox"/>
Procedures for shut-down or isolation of hazardous processes, equipment or substances	<input type="checkbox"/>
Procedures for evacuating the site	<input type="checkbox"/>
Procedures for ensuring visitors and disabled persons are evacuated from the building	<input type="checkbox"/>
Procedures for accounting for all employees after an evacuation	<input type="checkbox"/>
Procedures for accounting for visitors and contractors present during an emergency	<input type="checkbox"/>
Procedures for mobile workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for isolated workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for lone workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for reporting emergencies to emergency services	<input type="checkbox"/>
Procedures for protecting important records and assets	<input type="checkbox"/>

