



Health and Safety Manual

This policy has been approved by:

Name: _____

Title: _____

Date: _____

Signature:  _____

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Amendments

Description	Page Number	Date	Authorised By

This Health and Safety policy is a controlled document and all changes must be recorded on the form above. Changes may only be made by authorised people, being an eSafety NZ Ltd. representative or Sea Electrical Limited representative.

Standards, Regulations, Codes of Practice

Name	Name
Health and Safety at Work Act 2015	

Codes of Practices, Standards, Guidelines or Legislation Relevant to Sea Electrical Limited.

Sea Electrical Limited

1. Policy Statements and Procedures



Health and Safety Policy Statement

Sea Electrical Limited is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

To meet this commitment, Sea Electrical Limited will provide healthy and safe working conditions for all staff, contractors, visitors, and members of the public at this or any other company-controlled site. We aim to meet expectations of all identified interested parties.

This is to be achieved through commitments to:

- Consultation between management, employees, elected health and safety representatives, and staff members in health and safety management and practices in the workplace.
- Determining the scope of the OH&S management system, assessing boundaries and applicability; considering external and internal issues, requirements and work-related activities performed.
- Conducting health and safety workplace and/or toolbox meetings at least quarterly. These meetings will include management and elected staff representatives, to present and review any issues. (In the case of a notifiable event see Incidents section cover page).
- Annual reviews of management performance against health and safety responsibilities.
- Providing the appropriate training for senior management and staff in health and safety awareness, understanding, management and responsibilities.
- Taking all practicable steps to eliminate or minimise workplace risks and to provide all personal protective equipment for staff to wear, where applicable.
- Providing a safe working environment for all staff and any others that may encounter Sea Electrical Limited or their activities.
- An annual self-assessment of our Health and Safety System, with management and safety representatives setting objectives, plans and performance measures with targets, so that we can make continuous improvements to our system.
- Ensuring all staff are committed to health and safety and are aware of their responsibility to provide a safe work environment for themselves and each other.
- Accurately reporting and recording of all workplace incidents and near misses and identifying appropriate follow-up to avoid reoccurrence.
- Supporting and promoting a safe and early return to work of any injured staff, where possible, through prompt treatment and active rehabilitation.
- Appointing a senior manager with specific responsibility to coordinate health and safety in the workplace.
- Complying with all standards, regulations, and best industry practices.
- Provision of resources to accomplish these goals.
- The Manual and Policy Statements are to be signed annually by a PCBU.

Name: _____

Title: _____

Date: _____

Signature:  _____

Statutory and Regulatory Aspects and Compliance

Sea Electrical Limited is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work (Asbestos) Regulations 2016, other relevant Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

Sea Electrical Limited will establish, implement, maintain, and continually monitor procedures to identify and have access to all legal and other requirements that are directly applicable to the OH&S issues related to its activities, including relevant relationships with contractors or suppliers.

Sea Electrical Limited will audit the system annually: to review the effectiveness of the system and continual suitability of all authorised workers involved with this system.

It also allows for changes required, due to legislation or changes in the business. The annual assessment is reviewed at the annual meeting, with management, staff, union representatives and consultants (where applicable) and any other relevant parties (contractors and suppliers etc.).

Planning & Implementation

Sea Electrical Limited will:

- Ensure relevant health and safety roles are filled and that these staff members are aware of their duties and responsibilities, listed in this policy document.
- Appoint a senior manager with specific responsibility to coordinate health and safety in the workplace, for direct two-way line of communication and promotion of the Health and Safety System, within or outside of Sea Electrical Limited structure.
- Send health and safety staff for appropriate training, and renewals if relevant.
- Ensure that the Health and Safety Manager is aware of the importance within their role of consistently reading and reviewing additional information relating to health and safety in the industry; and create a list of information websites which are distributed to other key OH&S staff

Maintenance

Sea Electrical Limited will:

- Discuss at least one new aspect in regulations at every safety meeting, or in the case that there have been none, any which may be a possibility in the future.
- Taking health and safety information available on the WorkSafe NZ website and other sources and relay any changes via verbal instructions and memos from health and safety committee staff and relevant consultants. And by placing this on the Health and Safety Information Board.
- Give a health and safety committee member responsibility for updating the Health and Safety Information Board on a weekly basis, passing on additional information related to all aspects of OH&S.
- Ensure Contractors submit their OH&S documentation, to show that they have a signed document assuring their knowledge of legislation and requirements; and that they have been inducted and have signed that they will comply with the HSWA and/or any relevant regulations.

Monitoring & Evaluation

Sea Electrical Limited will:

- Assess the system on a yearly basis, to ensure the information is getting out to the relevant individuals.
- Any changes, whether they be internally or externally (i.e., changes to the business or changes to the HSWA or legislation) which may affect the system will be added to the existing OH&S policy documents.
- Feedback from contractors, suppliers, clients etc. will be taken into consideration during assessment.

Consultation

Sea Electrical Limited will:

- Require a consultation process, either internally or externally, when identifying hazards, assessing risks and developing controls
- Consult with workers when making decisions or changes which may affect their health or safety.

Planning, Review and Evaluation Policy

Sea Electrical Limited will establish, implement, maintain, and continually improve their Occupational Health and Safety (OH&S) management system, including the processes/procedures required and their interactions, in accordance with the current legislation and Standards.

Sea Electrical Limited will audit the system annually: to review the effectiveness¹ of the policy (intentions and direction, as formally expressed by the PCBU); the associated risk identification and controls; and to ensure training etc. is current.

It also allows for changes required, due to legislation or changes in the business. The audit is reviewed via the annual meeting, with management, staff, union representatives (where applicable) and any other relevant staff.

Planning

Actions to:

- Address any risks and opportunities
- Address applicable legal requirements and other requirements
- Prepare for, and respond to, any potential emergency situations

How to:

- Integrate & implement the actions into its OH&S management system or other business processes
- Evaluate the effectiveness of these actions

When planning for the OH&S management system, Sea Electrical Limited will consider the issues of:

- context
- interested parties
- the scope of the OH&S management system
- determine any risks and/or opportunities which need to be addressed to:
 - Give assurance that the OH&S management system can achieve its intended outcome(s)
 - Prevent, or reduce, undesired effects
 - Achieve continual improvement

Sea Electrical Limited will consider the hierarchy of controls and outputs from the Risks section when planning any action. It will consider best practices, technological options, financial, operational, and business requirements and constraints.

Objectives:

Sea Electrical Limited will establish OH&S objectives at relevant functions and levels, to maintain and improve the OH&S management system and to achieve continual improvement in OH&S performance. The OH&S objectives will:

- Be consistent with the OH&S policy
- Consider applicable legal requirements and other requirements
- Consider the outputs of consultation with workers, and where they exist, workers' representatives
- Be measurable (when practicable) or capable of evolution
- Be monitored
- Be clearly communicated
- Be updated as appropriate

A handwritten signature in blue ink, consisting of several stylized, overlapping loops and lines.

¹ Effectiveness measures to what extent planned activities are realized, and any planned results achieved. The intended outcome of this process is to prevent injury and ill health (adverse effect on the physical, mental or cognitive condition of a person) to workers and to provide safe and healthy workplace.

Planning to achieve OH&S Objectives:

When planning how to achieve OH&S objectives, Sea Electrical Limited will determine:

- What needs to be done
- What resources are required
- Who is responsible
- When will it be completed
- How will it be measured through indicators (if practicable) and monitored, including frequency
- How will results be evaluated
- How will actions taken to achieve OH&S objectives be integrated into Sea Electrical Limited's business processes

The organisation will maintain and retain documented information on OH&S objectives and plans to achieve these.

Sea Electrical Limited is to audit its Health and Safety System annually, to review

Any changes, whether they be internally or externally (i.e., changes to the business or changes to the HSWA or legislation) which may affect the system.

Risk controls, management, and their effectiveness.

Overall health and safety performance. Performance can relate either to quantitative or qualitative findings; related to management of activities, processes, products (including services), systems or organisations.

Training of staff and management.

Involvement of employees in health and safety management.

Any issues from the previous year.

Appointing a management representative to have a defined role, ensuring WorkSafe NZ requirements are established, implemented, and maintained.

Process to review a critical event and/or a change in work procedures or policy

In the case of a "notifiable event" an emergency meeting of the OH&S Committee will be held within 48 hours of the incident, to review any investigation findings & changes to be made to policy, processes, or equipment.

A review of the incident, to establish any further training which may be required.

The understanding of employees of their responsibilities in a critical event is to be reviewed.

All staff to be made aware of the event and any changes being made to the policy, and the reasons why.

All staff to be made aware of new or amended processes or equipment.

Process to provide current health and safety related information to the employees

Health and safety information available on the WorkSafe NZ website and by having information relayed via verbal instructions and memos from health and safety committee staff and relevant consultants.

The PCBU will have copies of site inspection reports (maximum of six-monthly intervals) so that they are aware of any compliance issues in relation to any existing equipment, machinery, or process in place, due to changes in legislation or requirements.

In the case of new equipment, machinery or process being bought into the workplace, it will be reviewed (see section 10, "Risk Identification, Assessment and Management").

"Process: set of interrelated or interacting activities which transforms inputs into outputs."

Company Commitment to Health and Safety

A PCBU is defined as follows:

“a **person conducting a business or undertaking** or **PCBU**— means a person conducting a business or undertaking—

- (i) whether the person conducts a business or undertaking alone or with others; and
- (ii) whether or not the business or undertaking is conducted for profit or gain”

Health and Safety at Work Act 2015 Part 1, s18, ss17

A **Representative** is the Representative of the PCBU.

An **Officer** is defined as follows:

In this Act, unless the context otherwise requires, **officer**, in relation to a PCBU,

(a) means, if the PCBU is -

- a company, any person occupying the position of a director of Sea Electrical Limited by whatever name called;
- a partnership (other than a limited partnership), any partner;
- a limited partnership, any general partner;

A **Worker** is defined as follows:

“a **Worker**— means a person who carries out work in any capacity for a PCBU, including work as:

- An employee, a contractor or subcontractor, an employee of a contractor or subcontractor
- An employee of a labour hire company or an outworker
- An apprentice or trainee, or a person gaining work experience
- A volunteer worker”

Health and Safety at Work Act 2015 Part 1, s19

PCBU is responsible for: (For the purposes of this policy, it includes Managers, Directors, and CEOs)

- Taking overall responsibility and accountability for protection of workers’ work-related health and safety.
- Promoting safe work practices, with the aim of prevention of incidents as its goal, communicating the importance of conforming to the OH&S management system.
- Supporting the safe and early return to work of any injured employee.
- Annual review of Health and Safety systems for adequacy, effectiveness & action required to achieve this.
- Commitment to annual self-assessment of our Health and Safety, for continuous improvement.
- The overall development and implementation of Sea Electrical Limited’s Health and Safety System, ensuring and promoting continual improvement, by systematically identifying and taking actions to address nonconformities, opportunities, and work-related hazards and risks, including system deficiencies.
- Directing and supporting workers to contribute to the effectiveness of the OH&S management system.
- Ensuring full compliance with HSWA, Codes of Practices, and relevant Standards, Guidelines or Legislation.
- Ensuring policy and objectives are established and compatible with the strategic direction of the business.
- Ensuring integration of the OH&S management system processes/requirements into business processes.
- Supporting other management roles to support their leadership as applied to areas of responsibility.
- Communicating or facilitating communication between Sea Electrical Limited and other PCBUs, clients and workers, by attendance or delegation of attendees at meetings, to promote active two-way interaction.
- Ensuring accurate reporting and recording of health and safety issues.
- Risk identification and controls.
- Provision of resources to achieve objectives set (results to be achieved), which can be strategic, tactical, or operational. They can relate to different disciplines such as financial, Health and Safety or environmental goals and can apply at different levels (such as strategic, organisation-wise, project, product, and process).
- Ensure responsibilities, accountabilities, and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organisation and maintained as documented information.

Information and Communication:

Sea Electrical Limited will determine the need for internal and external information and communications relevant to the OH&S management system, including:

- On what it will inform about and communicate
- When to inform and communicate
- Who to inform and with whom to communicate
 - Internally among the various levels and functions of the organisation
 - With contractors and visitors to the workplace
 - With other external or interested parties
- How to inform and communicate
- How it will receive, maintain documented information on, and respond to relevant communications

Sea Electrical Limited will define the objectives to be achieved by informing and communicating and will evaluate whether those objectives have been met.

They will consider the diversity aspects (for example language, culture, literacy, disability), where they exist, when considering its information and communication needs.

Sea Electrical Limited will ensure that, when appropriate, the views of relevant external interested parties about matters pertinent to the OH&S management system are considered.

The Organisation is responsible for:

Determining external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its OH&S management system.

It will determine:

- The other interested parties, in addition to its workers, that are relevant to the OH&S management system.
- The relevant needs and expectations (i.e., requirements) of workers and these other parties.
- If any of these needs and expectations may become legal (or other) requirements.
- Note: it is important to determine the needs and expectations of managerial and non-managerial workers.

The organisation will determine the boundaries and applicability of the OH&S management system to establish its scope.

Once the scope is defined, the OH&S will include activities, products and services within the organisation's control or influence that can impact the organisation's OH&S performance.

WorkSafe Particular Hazardous Work Notification

Sea Electrical Limited will notify WorkSafe NZ of any particularly hazardous work they are carrying out:

- Notice will be given at least 24 hours before work is to begin
- A staff member will be made responsible for ensuring this happens
- A notification form will be completed at <https://worksafe.govt.nz/notifications/hazardous-work/>
- A copy will be sent to any other PCBUs involved in the work

Issue Resolution

Sea Electrical Limited will ensure an issue resolution procedure is in place.

The issue resolution has three components –

1. **An Issue Register** – where all issues raised are recorded and exchanged between management and the worker or customer.
2. **Communication for Resolving the Issues** – in addition to the Issue Register, emails, teleconferences, video conferences, and face-to-face meetings will assist in issue resolution.
3. **Escalation Mechanism** – to raise the level when either the resolution is not forthcoming or if the resolution offered is not practical or satisfactory.

The Health and Safety Representative (HSR) is responsible for:

- Ensuring that each job progresses safely.
- Providing a basic level of OH&S training to all employees
- Overall safety. They have a specific responsibility and have received special training, sufficient to do the job.
- The development, review and implementation of Sea Electrical Limited's Health and Safety System.
- Direct two-way line of communication and promotion of the Health and Safety System, within or outside of Sea Electrical Limited structure. Monitoring any measures taken by management, regarding Health and Safety.
- Providing access to staff, and ensuring that codes of practice, standards, WorkSafe NZ issues and other health and safety legal requirements are current.
- Risk identification and controls.
- Health and safety induction and training.
- Ensuring that the incident and near miss reporting procedure is followed accurately.
- Ensuring reporting and recording procedures are adhered to.
- Collation of incident data, to establish any trends.
- Communicating to all staff any health and safety related changes which may affect them.
- Informing staff of whom their safety management and staff representatives are.

Each employee/temporary employee/contractor/sub-contractor is responsible for:

- Being familiar with and complying with all health and safety conditions of their employment contract, if applicable, and Sea Electrical Limited's Health and Safety Policy. This includes using all personal protective equipment provided, and other safety equipment and devices as required.
- Completing basic OH&S training, as provided by Sea Electrical Limited.
- Ensuring the health and safety of themselves and others.
- Being actively involved in promoting the Health and Safety System, which includes:
 - Identifying and reporting potential risks in the workplace.
 - Identifying OH&S opportunities; a circumstance or set of circumstances that can lead to improvement of OH&S performance (performance being a measurable result, related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces).
 - Prompt reporting of all incidents and near misses to the appropriate person.
 - Discouraging and preventing other workers from working in an unsafe manner, if necessary.
 - Taking an active role in Sea Electrical Limited's rehabilitation plan, and if applicable participating in health and safety training.
 - Being involved in the development of the policies and in risk identification which affects them.
 - Nominating a safety Representative to represent them.

Sea Electrical Limited

2. Meetings, Reviews and Objectives



Safety Meetings

Introduction

The general purpose of health and safety meetings is to create and provide a forum whereby issues and incidents involving health and safety can be discussed by staff members at all levels of Sea Electrical Limited, to ensure that those issues are managed to a standard which complies with the HSWA.

There are two main types of safety meeting: Health and Safety Committee meetings and Toolbox meetings.

The attendance at and topics discussed in both cases must be recorded and documented. The HSWA in Section 66 requires businesses to establish and hold regular meetings at no greater than three monthly intervals. They must also maintain a Health and Safety Committee in certain situations:

“The following persons may request that the PCBU at a workplace establish a health and safety committee for the business or undertaking or part of the business or undertaking:

- (a) a health and safety representative for a work group of workers carrying out work at that workplace; or
- (b) 5 or more workers at that workplace.

The PCBU must, within 2 months of receiving a request, decide whether to establish a health and safety committee for the business or undertaking or part of the business or undertaking.”

Health and Safety at Work Act 2015 Part 3 s66 ss1

Health and Safety Committee

The structure of a normal Health and Safety Committee includes:

- The Health and Safety Representative - They are responsible for running the meeting. It is also their responsibility to monitor any measures taken by management, regarding Health and Safety.
- Management Representative(s) - Their role is to ensure the management’s business objectives are included in the discussions and decisions of the committee. They are also required to ensure that adequate resources are available for health and safety. This role is generally appointed by the management of Sea Electrical Limited.
- Staff Representatives - Their role is to bring staff health and safety related issues for discussion and resolution at the meeting. Ideally, these people are volunteers or are nominated and elected by the staff, however in the absence of volunteers they can be invited to attend by the management.
- Union Representatives (if applicable) - They must be included in the meeting to further represent staff. Health and safety professionals may also be included in the committee membership, at the approval of the committee members.

Health and Safety Meetings

All meetings must be recorded, and those minutes freely circulated to the staff.

Use a safety meeting minutes document to record the meeting.

OHS Meetings should be held at regular intervals e.g., the third Thursday of the month at 10:30am, and may be held monthly, bi-monthly or at the very least quarterly. Frequency may depend on items for discussion. **All employees and (sub)contractors must attend regular safety meetings to discuss OHS issues.**

When working on other company’s sites, a safety meeting should be held prior to commencement of work, and then weekly. Should there be any significant event within the project, this would also require an additional meeting. These are generally referred to as Toolbox meetings. Use the safety meeting sheet for these. **All employees and (sub)contractors must attend regular toolbox, pre-start, and safety meetings where OHS issues can be communicated.**

Incidents are to be discussed at safety meetings (for incident reporting and investigation see section 3) to review how they happened, did they involve a significant risk and has the situation been resolved? Incident data is to be collated during each meeting (or at least annually) to see if there have been any trends, and if so to implement initiatives for injury prevention, where applicable.

It is important that these meetings are held in an environment where the objective is to find solutions which make the workplace safer. It is valuable to discuss findings from site inspections during safety meetings, as an agenda item.

PreStart Shift/Daily Meetings

- Job Pre-Start Meeting - For larger jobs, have a meeting on the first day on the job with your core crew prior to starting; discuss work to be carried out, potential risks (working at heights, public in the area etc.), PPE and other issues. This should happen prior to creating a Job Safety Analysis (JSA) for the job
- Toolbox Meeting – These are site meetings which can be daily or weekly, job-dependent. They assess what is happening and check there are no new issues, risks, or incidents
- Job Prestart Inspection – Do these prior to starting, if possible, otherwise on day one on site and weekly. Or as required

Process:

1. Mix it up – Consider having a different team member present the prestart meeting on a weekly rotation
2. Limit the distractions to keep focus on the meeting
3. Make eye contact with all present
4. Ask questions to gauge understanding and get buy in and interaction
5. Encourage group reflection
6. Make the meeting real and current
7. Finally ask for feedback and input.

Safety Meeting Minutes

Site:		Location:		
Attendee's Name	Signature	Attendee's Name	Signature	
Previous Meeting Minutes: Brought Forward/Objectives			Completion Date	
New Business/Issues/General Safety/Objectives/Reviews/Inspection Findings		Assigned to	Target Date	
<i>*Add any objectives brought forward during the safety meeting to the annual review form</i>				
Risk/s Reviewed. (Task Analysis, SOP, JSA, or Risk Control(s) from Register)			Action Required	
Incidents/Near Miss (Discuss all incidents & investigations) – Sign off Incident Register each quarter				
Incident Type	Machine/Process Involved	Investigated	Actioned	
Other Items for Discussion		Action Required		
Emergency Evacuations/Plans				
First Aid Kits/First Aid Training				
Training – Internal and External				
Maintenance and Calibrations				
Site Inspections				
Hazardous Substances and SDS				
Personal Protective Equipment				
Time			Chaired by	
Date			Signature	

Sea Electrical Limited

3. Incidents



Incident Reporting and Investigation Procedures

An incident is an occurrence(s) arising out of or during work that could or does result in injury or ill health (also called an accident). An incident where no injury and ill health occurs, but has the potential to do so, may be referred to as a “near-miss”, “near-hit” or “close-call”.

All incidents and near-miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence. This process applies whether the incident occurred on this site or on a customer’s site.

Investigation is carried out immediately or as soon as possible after the occurrence. There may be one or more non-conformities (non-fulfillment of a requirement), or there may be no non-conformity.

The immediate supervisor and or Health and Safety Representative will carry out the initial investigation to:

- Establish the cause. Assess whether serious misconduct was involved.
- Compile an accurate record of the event. Ensure that the investigation covers a description of the site, the operation, processes, plant/equipment (including PPE), events and people present or who were involved in the accident, incident or near miss. Interview all witnesses and collect written statements.
- Carry out a complete site examination, with photographic evidence or description and/or diagrams and documentation.
- Define action, responsibility, and measures to prevent reoccurrence, within a predetermined time frame.
- Update the risk register, where necessary. Ensure it is reviewed for new risks identified because of the accident/incident/near miss and existing risk contributing factor(s) and management controls.
- Supply the manager with documents and reports, so that they can review the report, carry out any further investigation if necessary and ensure that action is taken to avoid a recurrence, then sign off the report.
- In the case of a notifiable event, ensure that any injured party and assistants cannot be subjected to further injury by (if safe and practicable) removing them to a safe distance from the cause of the incident and then have a trained first aider attend to the injured party. An ambulance should be called if there are any doubts about the severity of the injury.
- In the case of a notifiable injury, management or the Health and Safety Representative is required to contact the nearest WorkSafe NZ office as soon as is practicable. (Or at least within 24 hours).
- DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ.
- Notifiable Event forms must be filled out and sent to WorkSafe NZ within seven days. This can be done by completing the appropriate online notification form [worksafe.govt.nz/notify-worksafe](https://www.worksafe.govt.nz/notify-worksafe)
- Make enquiries as to the extent of the injuries and of the potential of any long-term effects.

We will also notify other relevant PCBUs where required, when an incident occurs on their site, and we are involved. We will do this by making telephone contact with the designated staff member or their supervisor, if unavailable.

Process to Review a Critical Event and/or a Change in Work Procedures or Policy

- Ensure that the investigation has identified the contributing risks whose management controls are to be reviewed, or that any newly identified risks are added to the risk register with their respective management controls defined.
- Verify that the corrective actions have been effective following the changes. If not, reassess what needs to happen to ensure effectiveness.
- Make enquiries as to the extent of the injuries to the employee and of the potential of any long-term effects. Evidence that the risk register has been reviewed because of the investigation, with links of time and date of review which match the event that triggered the investigation.
- A review of any further training required is to be completed.
- All staff to be made aware of the event and reason for changes to the policies, processes, equipment and/or the risk register. They are to be given the opportunity to discuss the event, to prevent reoccurrence.

Notifiable Event Definitions

Notifiable Event Definitions

Meaning of notifiable injury or illness

“Unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—

- (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid).
The amputation of any part of his or her body, a serious head injury, a serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), a spinal injury, the loss of a bodily function, serious lacerations
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- (d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work— with micro-organisms, or that involves providing treatment or care to a person; or that involves contact with human blood or bodily substances; or that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or that involves handling or contact with fish or marine mammals
- (e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.”

Meaning of notifiable incident

“Unless the context otherwise requires, a **notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—

An escape, a spillage, or a leakage of a substance; or an implosion, explosion, or fire; or an escape of gas or steam; or an escape of a pressurised substance; or an electric shock; or the fall or release from a height of any plant, substance, or thing; or the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or the collapse or partial collapse of a structure; or the collapse or failure of an excavation or any shoring supporting an excavation; or the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or the interruption of the main system of ventilation in an underground excavation or tunnel; or a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or any other incident declared by regulations to be a notifiable incident for the purposes of this section.”

Meaning of notifiable event

“In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.”

Health and Safety at Work Act 2015 Part 1, s23-25

Rehabilitation/Return to Work

Sea Electrical Limited actively supports rehabilitation by ensuring that the return to work is a part of the recovery process. To achieve this, our Rehabilitation Program seeks to provide appropriately selected duties for all injured employees, to enhance recovery.

Injury Management/Return to Work (RTW) Coordinator

Sea Electrical Limited will appoint an Injury Management/Return to Work Coordinator or other nominated person to assist with employees return to work.

It is their responsibility to ensure that modified work provided to injured employees is consistent with restrictions provided by the health care provider.

The RTW Coordinator is also responsible for ensuring that medical records for the injured employee are kept confidential.

Communication

Sea Electrical Limited will maintain communication with all relevant parties throughout the return-to-work process. This includes the injured person and their manager; this may also include the RTW coordinator or designated person, treating doctor(s), ACC case manager, insurer, supervisors, etc.

This is essential as it assists with the choice of duties which will benefit the injured employee both in the physical and psychological sense.

Managers will keep in regular contact with any employee on long term compensation, with the objective of them returning to work as soon as possible.

Rehabilitation

Continued support will be offered by Sea Electrical Limited during the recovery of all injured employees, to minimise the trauma associated with industrial Incidents.

Local health care providers will be made aware that Sea Electrical Limited provides modified or alternate work to injured employees who are unable to perform their regular duties. The doctor is to be provided with a letter stating this; and services are to be pre-arranged with clinics who specialise in occupational health and rehabilitation.

A company representative (i.e., supervisor or manager) will be made available to accompany the injured worker to an appointment with their treating doctor or a clinic appointment etc.

Returning to Work

Continued support will be offered by Sea Electrical Limited during the recovery of all injured employees, and they will be able to return to their original role as soon as they have received a final/clearance medical certificate.

The injured worker shall obtain the certificate from the treating doctor once the worker has been cleared/fully recovered from their workplace injury.

First Aid Policy

First Aiders: Adequate first aid equipment and trained staff are required to be provided by the PCBU.

A guide might be one first aider for every ten staff members/ site crew. Two per 25 workers in moderate risk workplaces.

Assess company size and composition, nature of work, size and location of workplace, level of risk in workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so and prior qualifications and experience. They must hold a current first aid certificate.

Kits required: at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

First Aid Kits

Suggested minimum contents for a workplace first aid kit

Here is a list of recommended contents for first aid kits for workplaces with no special risk:

- a manual, giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work in question. Dressings may be of a specific type, for food handlers
- two sterile eye pads
- two individually wrapped triangular bandages (sterile) and clasps or safety pins to secure bandages
- two stretch bandages
- six medium-sized, individually wrapped unmedicated wound dressings – approximately 12cm x 12 cm
- two large, sterile, individually wrapped unmedicated wound dressings – approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask

This is a suggested contents list only. You may want to use equivalent items.

When you do your Needs Assessment you may identify a need for additional items. These could include:

- scissors
- adhesive strips or Band-Aids for minor wound dressing
- non-allergic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal
- hand sanitiser

Ideally, these items are stored inside the first aid kit. If necessary, they may be stored separately so long as they are available for use as required.

Suggested minimum contents for vehicle or lone worker's first aid kit

- a leaflet giving general guidance on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- two individually wrapped triangular bandages (sterile)
- one stretch bandage
- clasps or safety pins to secure bandages
- one large, sterile, individually wrapped unmedicated wound dressing – approximately 18cm x 18cm
- one pair of disposable gloves
- one resuscitation mask

This is only a suggested contents list; equivalent items will be considered acceptable. This kit can be carried in individual belt pouches by people working alone.

The contents of vehicle or lone worker first aid kits should be stocked from backup stock at the main work site.

Non-Notifiable Event Form

Complete in the case of an event which is non-notifiable i.e., incident or near miss					
Complete the following form in the case of a Notifiable Event worksafe.govt.nz/notify-worksafe					
Particulars of event					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
Name	Date of Birth	Sex (M/F)			
Address					
Occupation	Period of employment	Hours worked since arrival			
The incident					
Description					
Describe what happened					
Body Part affected					
<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Trunk	<input type="checkbox"/> Upper Limb	<input type="checkbox"/> Multiple location	<input type="checkbox"/> Lower Limb
Nature of injury/disease					
<input type="checkbox"/> Superficial	<input type="checkbox"/> Wound	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Bruise/crushing	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Burn
<input type="checkbox"/> Other -					
Treatment					
<input type="checkbox"/> None	<input type="checkbox"/> First Aid only	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> N/A	
If hospitalisation is required, you will need to complete an online Notifiable Event form (see website link above)					
Mechanism of incident					
<input type="checkbox"/> Fall, trip, slip	<input type="checkbox"/> Heat, energy	<input type="checkbox"/> Radiation	<input type="checkbox"/> Sound, pressure	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Substances
<input type="checkbox"/> Hitting object	<input type="checkbox"/> Body stress	<input type="checkbox"/> Mental stress	<input type="checkbox"/> Biological	<input type="checkbox"/> Other	
Agency of incident					
<input type="checkbox"/> Machinery	<input type="checkbox"/> Mobile plant	<input type="checkbox"/> Transport	<input type="checkbox"/> Tool - Powered	<input type="checkbox"/> Non-powered	<input type="checkbox"/> Chemical
<input type="checkbox"/> Material	<input type="checkbox"/> Substance	<input type="checkbox"/> Environment	<input type="checkbox"/> Biological	<input type="checkbox"/> Bacteria/virus	<input type="checkbox"/> Other
Investigation of incident					
Investigated by	Signature	Position	Date		

Incident Investigation

Particulars of incident					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
For details on injured parties refer to report					
The incident					
Description					
Describe what happened					
Analysis					
What were the causes of the incident?					
Potential severity of the incident			Chance of a reoccurrence		
<input type="checkbox"/> Serious	<input type="checkbox"/> Potential Harm	<input type="checkbox"/> Minor	<input type="checkbox"/> Major	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare
Prevention					
Actions taken to prevent a recurrence? Tick items already actioned			By whom	When	
Risk register updated Y/N			Effectiveness of corrective actions taken is approved Y/N		
Treatment and investigation of incident					
Investigated by	Signature		Position		Date
Type of treatment given	Doctor/Hospital		WORKSAFE NZ notified Y/N	Date	

Sea Electrical Limited

4. Emergency Procedures



Emergency Plan and Procedures

Fire Warden Duties

If you discover a fire in the building:

1. Activate the Alarms.
2. Put on your Fire Warden Identifier (Vest, Hat, or Arm Band).
3. Begin your patrol of the building and instruct all staff to evacuate immediately and proceed to the Assembly Point.
4. This is at: _____
5. Once you have reached the assembly point, conduct a roll call for the staff in your area.
6. Report to the Building Warden.

If the alarms activate without your knowledge, carry out tasks 2 to 5 above.

Your target time for a complete evacuation is a maximum of 2:00 minutes.

The 30 Second Rules are:

1. Fire will double in size every 30 Seconds. This is without any accelerants.
2. It will take you 30 seconds from the time you discover a fire, activate the alarms, get the correct fire extinguisher, and return to the fire.
3. 30 seconds is the approximate life of an extinguisher once it has been activated.

Use the Correct Firefighting equipment for the type of fire:

- Type A - Wood, Paper, Textiles – Use a water-based extinguisher (Hose or Stored Pressure).
- Type B – Liquids (Oil, Petrol, Chemicals) – Use a Dry Powder or CO2 extinguisher.
- Type E – Electrical Equipment – Use a CO2 or Dry Powder (Must be labelled ABE) extinguisher.
- Type F – Cooking oil/fat.

Fire extinguishers can be easily recognised by the colour band on them:

- Red – Water/water-based
- White – Dry powder
- Black – CO2 (Carbon dioxide)
- Blue – Foams
- Beige – Wet chemical

Look for the labels on the fire extinguisher for the type of fire it is most effective on.

Never put yourself at the risk of getting burnt or trapped by the fire.

Heat + Oxygen + Fuel = FIRE

N.B. Trial Evacuations are to be conducted at 6-month intervals or 6 months from the previous evacuation (real or trial)

Tsunami

The following rules apply:

- The Ministry of Civil Defence and Emergency Management will issue a national warning on the television and radio.
- Move inland to high ground.
- Stay away from streams and rivers.
- Never go to the coast.

Volcanic Eruption

The following rules apply:

- Listen to the radio for information and advice.
- Conserve water and save in containers.
- Stay inside as much as possible.
- Wear a mask and goggles if you are going outside.
- If possible, keep clothes worn outside separate from clothes worn inside.
- Avoid basements and or confined spaces as gases can accumulate.
- If possible, keep the roof and guttering free of ash to avoid the roof collapsing under the weight.
- Unless necessary do not leave the building unless advised by Civil Defence Emergency Management officials.
- Turn your electricity and gas off at the mains.

Medical Emergency

The following rules apply:

- Do not move the injured/ill person unless they are in danger of further injury, and you are not endangering yourself.
- Have someone get the first aider to attend to the injured/ill person.
- Call ambulance if required.

Earthquakes

The following rules apply:

- Store heavy items near or on the floor.
- Implement the recognized self-protection process of: **“Drop – Cover – Hold”**.
- Know how to turn off water, electricity, and gas.
- Have adequate fire extinguishers for small fires.
- Have a survival kit.
- Treat injuries.
- If you are in a damaged building, try to get outside into an open safe place.

Other Emergencies

All staff and visitors MUST follow the instructions of the Emergency Wardens during an Evacuation.

Emergency Personnel and Contacts

Safety Representatives			
Name	Area	Phone	Email
	Management Representative		
	Staff Representative		
Fire Wardens			
Name	Area	Phone	Email
First Aiders			
Name	Area	Phone	Email
Emergency Locations			
Locations		Locations	
First Aid Kit			
First Aid Kit			
Evacuation Point			
Emergency Contacts			
Contacts		Contacts	
Civil Defence	Ph. _____ www.civildefence.govt.nz	WorkSafe NZ	0800 030 040 www.worksafe.govt.nz
EPA	0800 429 7827 www.epa.govt.nz	National poisons Centre	0800 764 766
Dial Out Prefix		Power Supplier	
Ambulance	111	Gas Supplier	
Police	111	Fire	111
Local or Regional Authority		Doctor	

First Aiders: Adequate first aid equipment and trained staff are required to be provided by the PCBU.

A guide might be one first aider for every ten staff members/ site crew. Two per 25 workers in moderate risk workplaces.

Assess company size and composition, nature of work, size and location of workplace, level of risk in workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so and prior qualifications and experience. They must hold a current first aid certificate.

Kits required: at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

Evacuation Checklist

Date of Evacuation: _____ Time of Evacuation: _____

Location: _____

1. Time taken to complete evacuation of the building?			
2. Was any person injured during the evacuation? (Details below)	Yes	No	
3. Could the evacuation alarm be heard in all areas?	Yes	No	
4. Were all smoke and fire control doors closed?	Yes	No	
5. Were all permanent occupants and staff familiar with the procedure?	Yes	No	
6. Did all evacuation team members know their role?	Yes	No	
7. Did all occupants meet at the designated assembly point?	Yes	No	
8. Did person(s) with a disability understand their evacuation procedure?	Yes	No	N/A
9. Are all evacuation procedure notices in place?	Yes	No	
10. Are all exits clear and all doors able to open?	Yes	No	
11. Has firefighting equipment been serviced in the last 12 months?	Yes	No	
12. Did the person responsible know to make the call to the fire service using 111?	Yes	No	
13. Is a copy of the approved evacuation scheme available?	Yes	No	
14. Did all occupants evacuate safely, promptly, and efficiently?	Yes	No	
15. Does the building have a current building warrant of fitness?	Yes	No	
Debriefing Actions		Completion Date	
Fire Wardens Present at Evacuation			
Supervisor	Signature		

If a 'dummy' call is to be made to switchboard/emergency services, ensure they are aware this is a drill and include an override code in case of real emergency.

Emergency Preparedness and Response

Emergency Preparedness

Even the most safety conscious organisation can have an emergency; be it natural hazards, health emergencies, utility failures or chemical spills. Sea Electrical Limited needs to know what to do, and who is responsible for what, in an emergency:

- Ensure all potential emergencies which may occur while on a specific job location are identified and discussed during a Toolbox meeting, prior to beginning work
- Review the emergency preparedness and response plan before beginning a job and when conditions warrant it
- All employees and/or sub-contractors must be actively involved in the emergency preparedness and response process, if appropriate
- Conduct emergency response training, drills, and exercises, where required. Use the evacuation form provided.
- Evacuation points and First Aid Kit locations should be filled in on the chart in section 4.

Emergency Roles and Responsibilities

The Emergency Staff are listed in the chart in section 4. Their responsibilities include:

- Selecting a management member to be responsible overall
- Being prepared for an emergency, including being trained if required
- Educating other staff members in emergency preparedness, reminding them periodically and being involved in the induction process for new employees
- Ensuring all staff are accounted for, following an evacuation or emergency
- Reviewing the emergency preparedness and response plan every 6 months

Emergency Response Process

While every event and site are unique, there are some basic steps to follow when responding to any emergency:

- Always consider your personal safety and the safety of others, before acting
- Notify emergency services as soon as possible on 111 and give assistance to injured people
- Respond to event depending on what it is, as outlined in section 4
- Consider whether the area needs to be evacuated and act, limit access to the area, where possible
- Notify management as soon as possible and warn neighbouring companies of any danger
- Ensure there is a review of the response procedures following the emergency

Emergency Response Review

Have a meeting every six-months or following an emergency, to assess the programme. Ask follow-up questions:

- Do we have adequate resources, personnel knowledge and qualified staff or do we need to consider purchasing new equipment, or retraining employees?
- Are the actions required to respond to emergencies consistent with policy and procedures?
- Will we need emergency teams or other specialist advisors on site in the future?

Chemical Emergency Response

If the business holds varying quantities of chemicals and substances which are categorised as Hazardous Materials, you must have a procedure in place in case of a chemical spillage.

Chemical Spillage Procedure

- Assess the need to call emergency services (Fire, Ambulance). It is always better to call the emergency services - 111 - and not need them than vice versa.
- Always consider your personal safety and the safety of others.
- Notify management and spill response staff as soon as possible.
- Have a plan of your site storm water and sewage drainage systems. Have a plan of the storm water system from your gate to the local stream, lake, etc. to enable a quick response to major spills.
- Refer to Safety Data Sheets (information for the correct absorbents, equipment, containers for waste and Personal Protective Equipment required).
- If necessary, evacuate staff and/or secure the area by cordoning off with rope or barrier.
- If it is safe, stop or reduce flow of spill using tools in the spill kit. This should consist of long handled brooms, bags of absorbent material (sawdust, kitty litter, etc.), and disposable plastic bags (heavy duty grade).
- PPE - Ensure the proper Personal Protective Equipment is worn by all personnel involved, during isolation, clean up and recovery, or disposal of the product.
- If an emergency cannot be handled safely by trained (company) personnel, dial 111 and ask for emergency services support e.g., Fire Service.
- If the spill is outside the building or has the potential to escape from the building, ensure the valve in the yard stormwater sump is closed to avoid any discharge through storm water system to natural water sources e.g., stream, lake, or sea.
- Never put this type of material out for council collection. Have a specialist company remove the waste (e.g., Chemwaste, Salter's, Nuplex, etc.).
- A spill of a chemical to an unbounded area could be a violation of the RMA, and should be reported to management, who will determine whether environmental authorities should be notified and can assist with corrective action.

Note: Any spill outside a bounded area that contaminates soil or reaches the storm water system should be reported to the local Regional Authority Pollution Hotline, including any remedial action. This should be done within 24 hours.

Hazardous Substances

Sea Electrical Limited is committed to ensuring full compliance with all hazardous substances requirements and will:

1. Keep an **Inventory** – Hazardous Substances Register; ensure that it is readily available in the workplace.
2. Use and Share **Safety Data Sheets (SDS)** – formerly referred to as MSDS, these should be sourced from your hazardous substance supplier, at the time of purchase. Read each document and note down important information about each; properties, how to store it, PPE requirements, and first aid information. Anyone who uses that substance must be familiar with the SDS and it must be easily accessible to all staff in the workplace. Document the SDS date on your Hazardous Substances Register.
3. Conduct a **Risk Assessment** – can you substitute another substance for the same job? How can you reduce exposure to risks caused?
4. Inform and Train your Workers – complete the **Staff Skill Level Training Sheet** to show this has been done.
5. Prepare for **Emergencies** – have a plan outlining how you will deal with a hazardous substance emergency e.g., someone is burned or poisoned, a fire or leak occurs.
6. Correctly Label Hazardous Substance Containers, including Waste in English (and any languages used on the site where staff may have trouble understanding English) and include the name and a pictogram like that of the original container. Keep the chemicals in the supplier's container as much as possible. Do not use food or drink containers as this will confuse someone and they could take a drink from it.
7. Install **Warning Signs** – Place signs where substances are used and stored e.g., entrance to property, building and rooms where it is located and used. Signs must be clearly visible and state; hazardous substances present, general type of hazard, what to do in an emergency.
8. Make sure **Storage Areas and Containers** are Safe – Store only what you need, keep incompatible substances separate, use appropriate containers and label everything clearly. Depending on the substances you use, you may need special storage cabinets and a compliance certificate.
9. Take Care with **Hazardous Waste** – If waste is hazardous e.g., toxic or corrosive, you must treat the waste in the same way as you treat any other hazardous substance with similar properties. Including: recording it in inventory, correctly storing and labelling, ensuring staff working with it have the knowledge, experience, and supervision to do so safely.
10. Provide **Protective Gear** – You must make sure workers have the correct clothing and equipment, to use the substance. You must also ensure they know how to correctly use and maintain it.
11. Ensure that any containers used for **Decanting**, or the transfer of hazardous substances are labelled correctly.
12. Health surveillance is provided to a worker if there is a significant risk to health from exposure.
13. Health monitoring records will be kept in a secure system for at least 30 years.
14. Household quantities only shall be transported either in the boot, on the tray of a ute or back of a van or station wagon and must be secured so they will not tip over. Any greater will require correct and registered carriage. Some hazardous substances and dangerous goods require specific transport methods, always check the SDS prior to transporting.

For further information on hazardous substances refer to www.hazardoussubstances.govt.nz

Hazardous Substances Register

Name of product & UN Number	Approval Number & Group Standard Name or N/A	Hazard Classification (Un class & packaging group)	SDS Date Under 5 years	Specific Storage Requirements	Container Size	Open or Closed Container	Gas, Liquid or Solid	Location	Max Potential Quantity Held

Sea Electrical Limited

5. Contractors & Subcontractors



Contractor Management

In general, the HSWA regards the health and safety of all people working at a place or site to be the responsibility of the primary PCBU of that site. This means there should be no distinction between staff, visitors or a person visiting that site for the purposes of their business; be they a cleaner, a plumber, or a computer system support technician. Their health and safety on this site is your responsibility.

In the HSWA, it is specifically noted that PCBUs are required to take all reasonably practicable steps to ensure the safety of all non-company people, while on site.

This section sets out the procedures which need to be completed by a PCBU, to ensure compliance with the above Act and Standard. Remember that there is no point in having a contractor sign the Contractor's Acknowledgement if you are not going to then induct them correctly onto the site and regularly monitor and evaluate whether they have complied with the agreement that you have both signed.

Contractor Prequalification

A key step in contractor management is to understand the health and safety competency of our contractors and ensure they have the required systems and capability to keep people safe.

Contractors must complete the Contractor's Prequalification or Contractor Acknowledgement document before commencing work. They must provide Sea Electrical Limited with a copy of their own health and safety policy.

For a contractor doing low risk work a contractor acknowledgement will suffice (e.g., computer software, cleaners in an office environment, etc.) If a contractor is doing higher risk activities for you or on your site (e.g., construction work) a contractor prequalification will be required. Both forms are also available in the forms document that came with the policy in word format should you want to modify them for specific jobs.

When selecting contractors, their Health and Safety practices should be considered, as well as their ability, experience, qualifications, training, work history, costs, etc.

Past Health and Safety performance-based statistics used for assessment might include looking at past three years for the number of safety or environmental violations, lost-time injuries etc.

Contractor Minimum Requirements

Minimum Standards are an agreement between Sea Electrical Limited and our contractors, outlining the expectations and the minimum standards we will accept from contractors. This will include adherence to legislative requirements and our health and safety systems and other procedures.

We will use the Contractors Acknowledgement process to ensure the Contractor meets our standards.

Inducting Contractors

The Contractor's Site Induction Form can be used for individuals or groups, to induct them to a specific site.

All (sub)contractors are to be actively involved in emergency preparedness and response processes, where appropriate. This is included in the Contractor's Acknowledgement.

Contractors and Communication

(Sub)Contractors are to be involved in consistent communication with Sea Electrical Limited, with daily pre-start meetings held if required. Health and safety will always be a fixed agenda item of meetings for the projects we manage.

Prior to commencement of work, the contractor will advise Sea Electrical Limited of potential risks. If unexpected risks are created Sea Electrical Limited will be informed immediately, so appropriate actions can be taken, and documentation amended.

A weekly site check (or daily, if appropriate) will be carried out to identify, monitor and control Health and Safety Risks in the contractor's work, work methods and processes. This information will be sent to Sea Electrical Limited.

The contractor will monitor, audit and report on Health and Safety issues relevant to the work involved and on Environmental Matters specifically. This will be provided to Sea Electrical Limited on a weekly basis.

The contractor will report to Sea Electrical Limited immediately if any incidents or Incidents occur.

The contractor will report any serious incidents involving themselves or their subcontractors to WorkSafe NZ as well as Sea Electrical Limited. This is to be done via phone 0800 030 040 or on the online form at: <https://worksafe.govt.nz/notify-worksafe/incident/>

The contractor will advise Sea Electrical Limited of any emergency procedures that have been identified.

Contractor Monitoring

Contractors

Sea Electrical Limited will inspect/monitor our contractor's health and safety activity on the job.

This will take the form of physical works inspection, behavioural observation, or assessment against a job safety analysis.

Subcontractors

Sea Electrical Limited will ensure that our contractors inspect/monitor their contractor's (our subcontractor's) health and safety activity on the job.

This will take the form of physical works inspection, behavioural observation, or assessment against a job safety analysis.

Contractor Review

A health and safety evaluation or review is a process focused on checking whether the management systems described in an organisation's H&S Manual or H&S Plans e.g., Site-Specific Safety Plans, are being implemented as described.

Health and safety reviews will be done periodically by Sea Electrical Limited's Representative to evaluate the contractor's performance against the management of health and safety and the requirements of the Health and Safety at Work Act 2015.

Sea Electrical Limited will conduct regular audits/evaluations of our contractor's health and safety systems.

Sea Electrical Limited will ensure our contractors conduct regular audits/evaluations of their contractor's (our subcontractor's) health and safety systems.

Contractor Acknowledgement

Prior to the commencement of any project on a Sea Electrical Limited site this form must be completed, signed and the criteria as stated below must be met. I/we will abide by and follow any health and safety management initiatives implemented by Sea Electrical Limited whilst working on the site.

When working on another site (e.g., Sea Electrical Limited is doing contract work), the Contractor/Sub-Contractor must be inducted to that site by the site Manager/Controller, so that they are made aware of any specific site risks.

Definition of: **“The Contractor”** is to include any of the contractor’s workers, sub-contractors, or their subsequent workers.
“Sea Electrical Limited” being management, supervisor, or a nominated representative.

Site			
1.	Submission to Sea Electrical Limited of your health and safety policy (reviewed and updated within 2 years) and/or any further relevant documentation showing risk controls, task analysis, licences, certificates, etc. required.		
2.	Submission to Sea Electrical Limited of your pandemic policy and any supporting documentation in regard to working at the pandemic level that you may be under.		
3.	The contractor will participate in the induction process of the site and be made aware of the risks of the site, emergency procedures and the personal protective equipment staff are required to wear.		
4.	Any sub-contractors (or subsequent sub-contractor’s workers) contracted to you have provided the appropriate documentation (as per point 1) and are to be inducted and will comply with the conditions noted in this document.		
5.	Any plant/equipment that you bring onto Sea Electrical Limited’s site will meet safety and compliance requirements, be correctly maintained, and be suitable for the purpose it is to be used for and may be inspected upon request.		
6.	The contractor understands their obligations under the Health and Safety at Work Act (2015) and will comply with their duties under the Act.		
7.	Prior to commencement of work, the contractor will advise Sea Electrical Limited of any risks which may be created during the contract (Task Analysis and Risk Assessment Controls). If unexpected risks are created Sea Electrical Limited will be informed immediately, so appropriate actions can be taken, and documentation amended.		
8.	The contractor will not undertake any tasks or duties that will adversely affect the safety of themselves or others, and work may be suspended if Sea Electrical Limited is not satisfied that all reasonably practicable steps are being taken.		
9.	Sea Electrical Limited will audit the contractor’s health and safety performance periodically during the contract using the review form		
10.	The contractor will monitor, audit and report on Health and Safety issues relevant to the work involved and on Environmental Matters specifically. This will be provided to Sea Electrical Limited weekly.		
11.	The contractor understands their obligations to report any serious incidents involving themselves or their subcontractors to WorkSafe NZ as well as Sea Electrical Limited.		
12.	The contractor will report to Sea Electrical Limited immediately if any incidents occur and will cooperate with all requirements for them, during any investigation.		
13.	The contractor will advise Sea Electrical Limited of any other emergency procedures identified and will comply with any existing site requirements.		
14.	The contractor may be required to provide a “Task Analysis” or “Job Safety Analysis” for all jobs they are going to carry out, as requested by Sea Electrical Limited or the Site Manager, and the contractor will adhere to them.		
15.	The contract is for the period of the job to be done, commencing from the date the acknowledgement is signed unless stated otherwise. Or for the term of the contract of working on external sites for Sea Electrical Limited		
16.	The contractor will ensure any subcontractor they use while working for Sea Electrical Limited will comply with all requirements in this acknowledgement and will have undergone their own induction/acknowledgement process.		
Contractor		Company	Sea Electrical Limited
Name		Name	
Date		Date	
Signed		Signed	

Contractor Prequalification Form

Prior to the commencement of any project on Sea Electrical Limited's site or sites this prequalification must be completed and signed by the contractor and approved by Sea Electrical Limited.

To be completed by the contractor with supporting documentation supplied		
Contractor Name:	Contractor Email:	
Instructions for Completing this prequalification		
The Contractor	Sea Electrical Limited	
<ul style="list-style-type: none"> Fill in the left-side column of the form with Yes/No/NA or reference to where various forms/policies are in your policy. Complete as many fields as possible to give the best possible score. Attach this form completed with any supporting documentation in and email and send to Sea Electrical Limited. 	<ul style="list-style-type: none"> Review all documentation then answer Yes/No/NA on the right-side column of the form. If the contractor has answered NA but documentation is required for the task, they are performing answer no. Total up the number of fields that yes is applicable to and add to the "Total Yes Box" on the next page. Follow the formula on the next page to get a percentage. 	
Mandatory Fields		
Contractor Yes/No/NA reference		Sea Electrical Limited Yes/No/NA
Policies		
	Current "Signed" Health & Safety Policy (reviewed and updated within 2 years)	
	ISO 45001, Q-Safe or any prequalification's. e.g., Impac, SiteWise, SHE, ISNetwork	
	Pandemic/Covid 19 Policy & Processes	
	Environmental Policy	
	Drug & Alcohol Policy	
Current Insurances		
	Public or Products Liability Insurance. Minimum 5 million dollars	
	Motor vehicle (third party liability) insurance	
	Professional Indemnity Insurance	
Emergency Locations, Personnel & Contacts		
	Emergency Personnel & Contacts form. First Aid, Emergency Wardens.	
Meetings & Inspections		
	Safety/Toolbox meeting process	
	Job pre-start or safety toolbox meeting examples X 3	
	Site Inspection process	
	Site Inspection examples X 3	
	Completed Task Analysis or JSA for the tasks to be completed for Sea Electrical Limited	
	Equipment Register	
	PPE register	
Training/Inductions		
	Current licences and relevant certificates required for the tasks you will be doing	
	Staff competency chart (N/A if sole trader)	
	All staff to be inducted on to Sea Electrical Limited's site/s. Provide Induction documentation	
Risk Identification		
	Risk control measure process	
	Current Site Risk Register	
	Risk Identification documentation	
Accidents/Incidents/Reporting		
	Accident/incident reporting/investigation system & register	

	Attach any accident or incident reports and investigations.	
Hazardous Substances		
	Current Hazardous Substance Register	
	Safety Data Sheets as listed in Hazardous Substance Register	
Additional Fields, may be applicable		
Evidence which may be applicable, attach and note document name if required		Yes/No/NA
Monitoring and auditing		
	Health monitoring process	
	Evidence of health monitoring (receipt or similar)	
	Noise, fume, dust environment monitoring process	
	Evidence of environmental monitoring	
	Evidence of site audits	
Notifiable or Permitted Works (Where Applicable)		
	Completed notifiable works forms associated with contract.	
	WorkSafe Notifications	
	Permits to work. E.g., Hot works	
Sub-Contractors (Where Applicable)		
	Current Health & Safety Policy (reviewed and updated within 2 years)	
	Provided relevant training records/certificates	
	Provided Safety Data Sheets for any hazardous substances bought onto the site	
	All sub-contractors to be inducted on to Sea Electrical Limited's site/s	
Brief description of tasks they will be doing		
Total must be an average of 60% or above on all mandatory items		
		Total Yes
		Total Required
		Percentage
Formula: Total score 10 points for each yes X 100 divided by number of applicable fields = Percentage		
Up - 20%	Non-Compliant	
21 - 40%	Fail - Low Compliance. Requires more evidence	
41 - 60%	Fail - Partially Compliant. Requires some additional evidence	
61 - 80%	Pass - Mostly Compliant – Low level pass. May start work but requires further documentation for future projects	
81 +	Pass - Good to excellent Compliance	

Completed by for The Contractor		Approved by for Sea Electrical Limited	
Position		Name	
Name		Position	
Phone Number		Phone Number	
Date		Date	
Signed		Signed	

Note: all accidents or incidents are to be reported to Sea Electrical Limited

Contractor Site Induction

The following induction ensures that all contractors and their staff are made aware of risks on Sea Electrical Limited’s site. Once completed, it must be signed by the contractor to show that they are able to perform their required function with confidence and not endanger themselves or any other person.

In the case of contracting work on another site, the Contractor is to be inducted onto the site they are working on:

- A tour of the work area has been given.
- Introductions made to site supervisor, safety officers and relevant staff.
- Restricted areas have been shown.
- Rest rooms, lunchroom, first aid area have been shown.
- Emergency evacuation procedure explained, and meeting areas shown.
- Safety/protective equipment required to be worn on site explained.
- Site specific hazards explained.
- Risk reporting process explained.
- Health and Safety obligations of the contractor while working on site explained.
- Requirements for equipment brought onto site explained.
- Incident/near miss reporting procedures explained.
- Contractor is not to do any work they are not trained, certified or licenced to do.
- Copies of all relevant certificates, licences etc. have been provided.
- Permits, procedures and processes required for various work types discussed.
- Explanation and/or documentation provided for specific procedures in regard to working during a pandemic. (Where applicable)

I have been shown, had the opportunity to discuss and agree to comply with all areas listed above and have a clear understanding of all the points noted:

Inducted by:		Site:	
Date	Name	Company	Signature

Contractor Review

Health and safety reviews will be done periodically by Sea Electrical Limited’s Representative through the duration of and/or at the end of the contract, to evaluate the contractor’s performance against the management of health and safety and the requirements of the Health and Safety at Work Act 2015.

Contractor Name	Site	
Task		
Evaluation Questions	*	
1. Has the contractor and any staff been inducted?		
2. Has the contractor acknowledgement been completed and signed?		
3. Has the contractor supplied relevant licences or certificates for the job?		
4. Has a Health and Safety policy been provided by the contractor?		
5. Has the contractor reported or identified any risks?		
6. Has a task analysis been provided?		
7. Are tools brought onto site by the contractor compliant? (Tagged, guarded correctly, etc.)		
8. Is all machinery, equipment etc. brought onto site compliant?		
9. Has the contractor and their staff worn the correct safety equipment?		
10. Are the contractor and their staff performing the tasks safely and competently?		
11. Did the contractor leave the site in a safe/tidy manner after completion?		
12. Will you be using the contractor for future projects?		
13. Did the contractor meet any KPIs set by Sea Electrical Limited?		
14. Has the contractor provided documentation where applicable to working under pandemic levels and has it met all requirements of Sea Electrical Limited and any businesses you may be contracting or sub-contracting to?		
Comments		
Completed by	Date	Signature

***Legend: Tick if requirement is achieved, cross if not achieved, NA if not applicable**

Sea Electrical Limited

6. Induction



Workplace Induction

Whenever a person first begins working at this site, whether they be a new employee, an existing employee transferring to this site, a temporary person employed via an agency or a person working on the site as a specialist contract employee (long or fixed term), they must all be informed of the special nature of the site and of the particular function within the business.

This section does not apply to those people who are working on site as part of their business skills e.g., a plumber making repairs in a bathroom. This is covered in the section entitled "Contractors".

Any worker beginning at Sea Electrical Limited must be fit to work.

This task should generally be carried out by a current staff member to whom the new person would report to or work alongside. The HSWA requires that the PCBU ensures that all reasonably practicable steps are taken, to advise employees of any risks that exist or may be created in the workplace during normal work activities, plus any special actions that must be taken in the event of an emergency.

The appropriate form must be used on every occasion a person begins work at this site for the first time.

Pre-employment and Pre-placement Medical Exams

Pre-employment and pre-placement medical exams are recommended to be conducted for employee job capability.

A Pre-Employment Questionnaire should be completed by prospective employees at the time of application, selection, or position offering. This is to bench mark the person's current health and physical well-being and to ensure that any potential for work injury or work-related illness through exposure to the particular tasks is minimised.

A Consent Form is required be used whenever there is a requirement to evaluate the extent of an employee's medical condition (pre-existing or developed) in conjunction with the employee's treatment provider.

These forms, when fully implemented, cover the requirements of the Health and Safety at Work Act (2015).

Health Monitoring Requirements

Occupational health monitoring is required to be conducted for those workers identified to have a health risk by factors in their work environment. These individuals must be notified of this and accept the process, before joining Sea Electrical Limited.

The worker should be aware that the records of workers' health monitoring results are to be maintained for at least 30 years.

Inducting New Employees

The checklist below is a requirement for the induction of all new employees or existing employees transferring to this site. This is to ensure that all new employees are made aware of any risks they may incur, training that may be required and other information requested before starting in their new position. The employee is not to start work until the checklist has been completed, ticked off and signed by the trainer and employee. Training is to be done by the appropriate supervisor or appointed person.

In the case of working on another site (e.g., Sea Electrical Limited is doing contract work), the employee must be inducted to the site they are working on, to be made aware of specific risks by the Site Manager/Controller.

Site		
Checklist	Tick	
A guided tour of the site has been given and introductions to area supervisors and relevant other staff members i.e., the person(s) who will be training them.		
All areas that the employee is required to work in or go to have been identified and all no-go areas have been explained. This includes toilets, lunchroom, and any other area that the employee may be required to use.		
The employee has read Sea Electrical Limited's health and safety systems risks relevant to their area and has had the risk identification process explained, and the actions to take.		
Sea Electrical Limited's emergency procedures have been shown to the new employee, including the assembly point location. They are aware of their potential role in emergency preparedness and response processes.		
Sea Electrical Limited's Drug and Alcohol Policy has been explained to the employee.		
The employee has been made aware of any relevant legislation they need to follow in their position (including Codes of Practice, Acts and Regulations).		
All personal protective equipment (PPE) required to perform the job has been provided and an explanation has been given on when and where it must be worn. Also, how and/or where to get more or replacement PPE as required.		
Incident and Injury reporting has been explained, and the names of Sea Electrical Limited's first aid trained staff have been given.		
The employee has been made aware of the work injury claims process and Sea Electrical Limited's rehabilitation responsibilities and procedures.		
The safety meetings process and frequency has been explained and the employee has been introduced to the relevant site safety representatives.		
It has been explained that if they have any health and safety concerns, they can discuss it with either their supervisor or safety representatives.		
Arrangements have been made to provide training for the staff member, until such a time that the trainer is confident that the employee can perform the task in a safe and competent manner.		
The employee has read Sea Electrical Limited's policy statement and has been made aware of the PCBU and employee responsibilities.		
The Employee has provided any certificates, licences etc. pertinent to the job he/she is required to do, and these have been added to training renewals/reviews.		
The Employee has been added to the training chart and will be reviewed and updated as required.		

I have received training in the above areas and have a clear understanding of the points noted.

Employee		Trainer	
Date		Date	
Signed		Signed	

Sea Electrical Limited

7. Training



Training

Effective training is a crucial component of any successful business and part of that effectiveness is recording that training. These records, when fully implemented, cover the requirements of the HSWA.

A training needs analysis should be completed when an employee begins work with Sea Electrical Limited and this should be reassessed on an annual basis.

There are two types of training that should be recorded by any PCBU. The first is that of job competency, the other is of training that is associated with an employee's role but may not directly be part of their daily work.

A worker who does not have the relevant knowledge and experience or license for a role must be supervised by a licensed person whilst work is undertaken.

The range of training for workers will include, but is not limited to:

Role-Specific Training

This is the record of training that directly relates to the ability of an employee to perform their role, as defined in their job description e.g., fitter/welder or accountant. These records must also show the level to which the employee has been trained, in terms of whether they require supervision, can work unsupervised, or are perhaps suitably experienced or qualified to be a staff trainer.

This training that will usually be done internally, by a staff member who has been assessed as being suitably experienced to train other staff members. This range of training can include learning to use machinery, equipment, tools, processes, and involves how to use/do these tasks safely and correctly. This process covers from job preparation through to clean-up/shutdown.

Internal trainers are to be selected based on skill level, experience, competency, responsibility, and relevant qualifications, where applicable.

Young and vulnerable workers shall be continually supervised, and their work monitored until such time as they are deemed to be competent to do the task required safely.

The Competency Register is ideal for the recording of an employee's development as their skill level grows.

External Training

External Specific Training

This is training for specialised job-related tasks, requiring certification, licenses etc. This training cannot usually be done internally e.g., Height and harness training, forklift, etc.

External General Training

These are the records of training undertaken by staff members that, while not directly influencing the ability of the staff members to do their job, may in part be a requirement of the role.

E.g., Site Safe Building Construction Passport, Working at Heights, Health and Safety Representative or Workplace First Aid.

Record the training certification dates for each worker and each qualification. We also suggest adding these reminder dates to an online calendar or app, with an email alert to ensure this training does not lapse. All training records are to be assessed during each site inspection; this process guarantees all training remains current.

External trainers are to be selected via skill level, experience, competency, responsibility, and relevant qualifications where applicable.

Note: An external organisation is outside the scope of the management system, although the outsourced function or process is within the scope.

Competence is the ability to apply knowledge and skills to achieve intended results.

Sea Electrical Limited

8. Inspections



Inspections

Six-monthly Inspections

Regular inspections of the workplace are an integral part of the process, to ensure workplace safety. The HSWA requires all PCBUs to regularly assess all risks and determine whether they are (still) a significant risk. As the word “Regularly” is used, it infers that there must be more than one initial inspection, and so ongoing inspections must be carried out.

These inspections will cover the general workplace appearance, risks (including vehicles, equipment, maintenance, and other workplace procedures which involve significant risks) and the completion of procedures. They will include among other topics, incident reporting, safety meetings, emergency procedure drills and the various forms of training and licensing. All inspection records will be documented and maintained.

The inspection process is to be carried out at a maximum of six-monthly intervals or sooner if there is significant change to the workplace. These inspections will be carried out by a Health and Safety consultant or a suitably trained safety or management representative, to minimise the potential of risks new or existing being ignored because “they are always there.” it does not mean that issues that affect health and safety should wait until the next meeting or inspection before being corrected.

Issues found during inspections are to be assigned to a specific staff member(s) and signed off when completed. These are to be followed up at each toolbox/safety meeting, or sooner if the corrective action needs to be immediate.

It is also worth considering that this process is also a way of showing how well you and your employees are performing in this important business process.

The importance of regular maintenance and servicing of machinery and equipment also cannot be overestimated, to have safe and efficient equipment at your disposal. The maintenance register can be used to keep track of these events.

Site Inspections

When working on other’s sites, an inspection is to be done prior to commencement of the contract, and then completed weekly.

Operating equipment must be inspected prior to use. Please include the pre-use inspection requirements for equipment (mechanical, powered, or portable machinery and equipment).

All non-compliance items identified during the inspection of equipment/machinery must be rectified. Defective or damaged operating equipment and/or machinery shall be removed and/or tagged, quarantined, and sent out for repair or destroyed.

See Section 9 for the process and forms for locking out and rectifying non-compliance equipment and/or machinery.

PPE and Maintenance

Personal Protective Equipment (PPE)

This section contains a form for recording the allocation of personal PPE to staff, as part of Sea Electrical Limited's commitment to our employees to conduct their tasks in the safest possible manner.

Training will be given for any equipment that requires it and equipment supplied will comply with relevant New Zealand Standards/OEM requirements or equivalent. Damaged or worn equipment will be replaced, is not to be used. Report this to the supervisor. Employees/contractors not wearing the required equipment for a task are not permitted to work.

PPE can include gear such as High viz vest, Gloves, Masks, Safety Shoes, Respirator, Protective Coveralls, Safety Glasses, Hard Hat. It must be kept in a clean and hygienic condition. Workers must not misuse or damage equipment. Any worker doing so will be spoken to and stopped from doing so.

PPE must be well fitting and be checked frequently and replaced if damaged; disposable wear is replaced with each use; and ALL PPE is ideally replaced every two years. This includes PPE used by contractors.

Harnesses or other specialised gear should be maintained by keeping them in the specifically designed bag they arrive in, not thrown into a toolbox where it could be damaged. If there are any issues, send them immediately for repair.

Respirator masks are to be cleaned after each job. Filters must be replaced if damaged or obviously dirty, or if breathing becomes difficult. You are required to dispose of them after 40 hours of use (or a month if that happens sooner), regardless of how they look.

Use the PPE Register to keep PPE current and for ordering replacements.

Maintenance

The Maintenance Schedule is for all equipment and gear requiring servicing, calibration and/or regular maintenance, to maintain it as safe and effective. This includes mobile plants and vehicles. All operating equipment is maintained in compliance with regulatory requirements and/or Original Equipment Manufacturers' (OEM) requirements.

We recommend that you also add the dates of the next service to an online calendar, so you are reminded of upcoming requirements. The Maintenance Schedule is also to be checked during each site inspection, so you are aware of any issues and can add new equipment if it has not already been entered.

No equipment is to be used if the maintenance/calibration tags/stickers are not current. This equipment is to be tagged as NOT FOR USE and removed from the workplace, if appropriate, until the equipment is tested and passed.

Use the maintenance register to keep maintenance current and for arranging repeat servicing or calibration.

Maintenance of Mobile Plant and Vehicles

Description of the process/procedure for planned preventative maintenance to keep mobile plant (e.g., forklifts, scissor lifts, diggers etc.) and vehicles (e.g., company cars, utes, vans, trucks etc.) safe and fit for use.

Note: Common to the use of all mobile plant and vehicles is the need to segregate vehicles from pedestrians, trained staff to use the machines competently, and make sure that the machines are regularly inspected, serviced, and maintained.

Powered mobile plant is defined to mean any plant that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator, and includes: earthmoving machinery (e.g., rollers, graders, scrapers, bobcats) excavators.

Vehicle and plant maintenance means service, repair, or maintenance of any type of motor vehicle or plant, including but not limited to vehicle and equipment rehabilitation, mechanical repairs, painting, fuelling, and lubrication to maintain them in a safe and efficient state.

Regular Vehicle Service Ensures Fuel Efficiency and Safety.

A car or truck that goes for regular service and maintenance gives huge dividends in fuel efficiency. Regular changing of oil, coolants, radiator fluid, and other vital fluids vastly improve fuel efficiency, thus giving you better mileage. The safety and integrity of the vehicle is also maintained via regular servicing and checks and prevents avoidable and costly breakdowns.

All vehicles will have a visual safety check prior to operation by the driver, checking and not limited the following, tyres (tread depth and wear), security of wheel hubs (looking for leaks) and retaining nuts movement via the indicators, indicator lights work, driving lights work, mirrors are secure and clear, windscreen is safe and not damaged, windscreen wipers work, brakes are operational and brake lights work, horn functions.

Vehicle check sheets will be completed on a regular basis.

All vehicles shall be serviced dependent on the age and usage and conditions of work of the machine and plant, and they will be serviced per the recommendations of the manufacturer at the stated maintenance periods as a minimum. Vehicles will be serviced and maintained by skilled and qualified mechanics.

Records will be kept for legal and compliance requirements.

Permit to Work

In the case that a Permit to Work is required, coordination and control of documents falls under the Document Control section of the policy. All documents must be completed by the necessary persons and signed off where appropriate.

Permit to Work forms are used in the case of potentially hazardous work and will be supplied by the party requiring their completion. This may include any work for confined spaces, live electrical work, working at heights, hot work, etc. Workers should be competent in the application of the Permit to Work system.

The Permit to Work Forms will address concerns such as:

- Which processes will be suspended while work is carried out and is everyone aware of this.
- Which equipment is to be withdrawn from service while work is carried out and is everyone aware of this.
- Requirement for safety notices to be displayed
- Risk control steps and safety measures

Controls may include isolation of services, lock-out, safety signs, air monitoring etc.

Persons having responsibility to authorise and supervise must be addressed on the Permit to Work Form.

Personal Protective Equipment List

The list below is for supplied personal PPE to staff as part of Sea Electrical Limited’s commitment to our employees for conducting their tasks in the safest possible manner. Training will be given, as required, for any equipment that requires it and all equipment supplied will comply with the relevant New Zealand Standards or equivalent. Any damaged or worn equipment will be replaced. Employees not wearing the required equipment for a task will not be permitted to perform the task.

PPE → Name ↓							

Legend: Put date provided or replaced in the box opposite name

Maintenance Schedule

Equipment	Frequency	Serviced by	Service Date (Please initial and date at the time of service)			

We recommend that you also add the dates of the next servicing to an online calendar or task schedule system, so you are reminded of upcoming requirements.

Sea Electrical Limited

9. Miscellaneous



Hygiene in the Workplace

Hygiene in the workplace is an important consideration, including both operational and personal aspects.

We will monitor our hygiene processes during our site inspections and safety meetings.

The following will be provided to all workers:

- A clean, well lit, and well-ventilated work environment
- Waste and recycling facilities, free of vermin
- Access to cleaning and sanitising products
- Availability of wash-down areas for plant, equipment, and machinery
- Health monitoring, where appropriate
- First aid kits and trained first aid staff
- Access to clean water and food preparation area
- Access to clean toilet facilities
- Provision of suitable PPE for the role and availability of hand sanitiser, masks, and gloves

Hygiene in the Workplace

Appropriate facilities will be provided for hand hygiene, including hand sanitiser, soap, clean water, and single use drying towels or a blow-dry system.

Scheduled cleaning of all surfaces and equipment will be carried out. This will be checked at site inspections. Additional cleaning may be required for areas of high use including kitchen, bathroom, meeting room etc.

The Standard Operating Procedure for equipment or machinery will state any specific cleaning requirements but there may be an additional requirement to disinfect equipment after use.

Workers will be given their own PPE, so they do not need to share. Training will be given in correct use of PPE and hygiene e.g., mask use, glove disposal

Visitors to the Workplace

We will monitor anyone visiting the workplace including visitors, contractors, and deliveries.

Where possible we will set up a contactless delivery or managed entry (inside and outside the premises).

Public Outbreak of an Illness

In the event of an outbreak of infection or illness that will impact on Sea Electrical Limited, we will ensure all workers and visitors follow NZ Government recommendations. There is a requirement to sign in on entry, so we can contact visitors should we need to.

In this situation, all people on site will be reminded of the following, using signs, emails, and meeting agendas:

- Not attending site if unwell and getting a negative test before returning, if appropriate
- Careful washing and drying of hands, with sanitiser as an additional extra requirement
- Wearing a mask, if required
- Social distancing of at least 1m (preferably 2m)
- Coughing or sneezing into elbow, and avoiding touching the face

We may do the following, if required:

- Carry out some work remotely from home, with meetings on a video call
- Change shifts or working hours, if appropriate
- Change breaks times to stagger these and limit work on site, if appropriate
- If vehicles are shared, employees will wipe down after use with wipes, focusing on high use areas.

Useful Information

Links

Health and Safety at Work Act 2015	http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
WorkSafe NZ Ltd	https://worksafe.govt.nz
Hazardous Work Notification	https://worksafe.govt.nz/notifications/hazardous-work
Standards NZ	https://www.standards.govt.nz
Environmental Protection Agency	http://www.epa.govt.nz
Fire and Emergency	https://fireandemergency.nz/business-and-landlords
Hazardous Substances	https://worksafe.govt.nz/topic-and-industry/hazardous-substances
Commercial Driving	http://www.nzta.govt.nz/commercial-driving
MBIE	https://www.business.govt.nz/#risks-and-operations/health-and-safety

Please note that as companies update their websites, these links may change.

Electrical Testing Requirements

Specifications							
Type of Environment and/or Equipment	Interval Between Inspection and Tests						
	Class of Equipment		Residual Current Devices (RCDs)				Cord sets and power boards
	Class I (protectively earthed)	Class II (double insulated)	Push-button test – by user		Operating time and push-button test		
			Portable	Fixed	Portable	Fixed	
1. Factories, workshops, places of work or repair, manufacturing, assembly, maintenance, or fabrication	6 months	12 months	Daily or before every use	6 months	12 months	12 months	6 months
2. Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months	12 months	3 months	6 months	12 months	12 months	12 months
3. Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in hostile environment	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4. Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years
5. Equipment for commercial cleaning	6 months	12 months	3 months	N/A	12 months	N/A	12 months
6. Hire equipment: Inspection	Prior to hire	Included push-button test by hirer, prior to hire	N/A	N/A	Prior to hire		
Hire equipment: Test and Tag	3 months	N/A	3 months	12 months	3 months		
7. Repaired, serviced, and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service						

General Lockout Procedure

Purpose

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by a designated individual. Each new or transferred affected employee shall be instructed by designated individuals in the purpose and use of the lockout procedure.

Preparation for Lockout

Employees authorised to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorisation should be obtained.

Sequence of Lockout Procedure

1. Notify the supervisor and all affected employees that a lockout is required.
2. If the equipment is operating, shut it down by the normal stopping procedure.
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock or Tag
5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam, or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking.
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
7. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete, and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks.
3. Start equipment/machinery.
4. Verify that the equipment is operating correctly.
5. Close out any applicable permit(s) and return them to the supervisor.

Isolation procedures are required to be used during maintenance and cleaning of the workplace.

In the case that machinery is required to remain in motion during cleaning or maintenance, refer to Manufacturer's instructions. Only the parts that are required to remain in motion shall not be isolated or locked out.

Complete an SOP prior to this process, to ensure those working on the equipment are aware of all procedures or processes involved. Only trained employees shall perform maintenance and/or cleaning on machinery that must remain in motion. This training must be specific to energised work.

When working on another site, you are required to follow their lock-out procedures.

If they have no procedures in place, then you can use these ones.

Pre-lockout Checklist

Equipment				
Name	Location	Date of Lockout		
Job				
Procedure				
Potential Hazards				
<input type="checkbox"/> Electrical	<input type="checkbox"/> Pneumatic	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Multiple Lockouts
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Chemical	<input type="checkbox"/> Confined space	<input type="checkbox"/> Combustibles	<input type="checkbox"/> Other
Methods of Neutralising Energy/Equipment				
<input type="checkbox"/> Disconnect Power	<input type="checkbox"/> Lock/Tag out	<input type="checkbox"/> Disconnect lines	<input type="checkbox"/> Release Pressure	<input type="checkbox"/> Multiple
<input type="checkbox"/> Other -				
Permits Required				
<input type="checkbox"/> Hot Works	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Working Heights	<input type="checkbox"/> None	
<input type="checkbox"/> Other -				
Requested by		Approved By		
Company		Company		
Name		Name		
Date		Date		
Signed		Signed		

Visitors

A Visitor Register/Sign-In system ensures that all Visitors are made aware of risks on the site and of what to do in an emergency.

It also allows Sea Electrical Limited to provide emergency services with a list of all individuals on-site, if required.

The following information should.

- While at this site the Visitor will remain with a nominated staff member, or in approved areas.
- All no-go areas and amenities have been explained.
- The Visitor has been shown the risks and knows how to identify risks that are present on the site.
- This Site’s emergency procedure has been explained.
- All safety/protective equipment required to be worn on site and any additional requirements have been explained and issued, where required.
- The Visitor, while on this site, will comply with the Health and Safety at Work Act (2015) and all subsequent changes or regulations.

Date	Name	Company	Visiting	Time In	Time Out

Use the visitors register in the forms documents that comes with this policy and adapt it to your site

Note: The Privacy Act 2020 requires companies to protect visitor information from other visitors, so the visitors register should be in a system which allows for this: It could be in a digital format where only trained staff can see who has signed in (do not allow for drop-down prompts which could show previous visitors in your system e.g., Start to type in John and all previous names beginning with J show). Or if in a hard copy as shown on this page. In this version, it is to be kept by a trained person/s who is to sign any visitors in or out of the site.

Sea Electrical Limited

10.Risks



Risk Identification, Assessment and Management

An occupational health and safety risk (or hazard) is a combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the severity of injury and ill health that can be caused by the event or exposures.

An occupational Health and Safety opportunity is a (set of) circumstance(s) which can lead to improvement of OH&S performance.

Sea Electrical Limited is committed to the identifying, understanding, and controlling risks in the workplace, including the active management of any existing risks and risks associated with any new or modified equipment, materials, or work processes. This is to be done with the aid of relevant/affected staff, management, suppliers of equipment and contractors (where applicable).

Where specialist advice is necessary, they will be contacted to aid in the process (e.g., noise level monitoring, hazardous substance management). With the aid of these relevant people, significant risks are to be controlled and the process to either Eliminate or Minimise the risk is to be actioned.

The Risk Management Process:

1. The top section of the Risk ID form is to be completed by whomever first identifies the risk. Fill in the Name, Location and Description of the risk and your Recommendation on what needs to be done (if any), and your Name, Signature and Date.
2. Either give the form to the Health and Safety Representative or put in Sea Electrical Limited's designated place for completed Risk ID forms. If you consider this to be potentially serious, discuss with your H&S Rep., Manager or PCBU immediately, to determine if immediate action is required.
3. The H&S Rep. and/or Manager then investigate the Risk, first assessing the Initial Risk Rating and adding this to the original Risk ID form. The Risk Rating is calculated by considering the likelihood of the incident occurring again and the potential consequences
4. A meeting is required with appropriate staff in attendance, for this Risk ID:
 - An action plan is to be made and added to the Risk ID form, outlining what will be done, by when and by whom. This section is signed off and dated by each person as each action point is complete.
 - Discuss whether this risk shows that new or increased Health Monitoring is required.
 - The meeting also needs to assess whether the issue and any machinery/process changes must be added to the Risk Register. Or any new ones.
 - The Residual Risk Rating is assessed once any changes have been made, and this new rating is added to the register.
 - Signed and dated by the Senior Manager at the meeting, approving the action plan.
5. From then until the Risk has been addressed and any permanent changes made, progress on this risk is to be discussed at each staff meeting. And the action points signed off as done.
6. The Risk Management Process for this Risk ID form is only complete when the bottom section Risk Management Process Complete has been signed off by a Senior Manager/PCBU.
7. All Risks are to be reviewed annually.

Initial and Residual Risk Ratings

Initial Risk Rating Assessed on first identifying a risk/change to a risk

Residual Risk Rating Assessed after the controls have been applied

The aim is to reduce the risk rating with this process however we must always consider the unexpected. For example, with a Traffic Management control, we initially rate it at Extreme, then this reduces to Moderate after controls have been put into place. This is because we need to allow for uncontrollable events in traffic management situations e.g., drunk driver, so cannot rate it as Low.

Disclaimer

While all professional care has been taken in the preparation and production of this Risk Register, Industry Standards are continually changing, and Risk Controls used in your industry may alter over time.

Standard Operating Procedure (SOP)

Process/Machine							
Purpose of Machine/ Process							
Licence, Certification or Training required							
Risks							
Preparation Check							
Procedure							
In Case of Emergency or Breakdown							
Persons Trained and Permitted for Process/Machine Use							
Name	Signature	Name	Signature				
Personal Protective Equipment Required (Cross out any that are not applicable)							
 Gloves	 Hearing Protection	 Safety Boots	 Welding Mask	 Mask	 Overalls	 Eye Protection	Other:
Authorised by		Signature		Date			

Job Safety Analysis

Job/Operation:		Location:		
Sequence of Steps List the steps required to complete the job	Potential Significant Risks List the potential SIGNIFICANT risks that could cause harm	Initial Risk Rating See Below	Risk Control Method List the control methods required to ELIMINATE or MINIMISE each SIGNIFICANT risk	Residual Risk Rating Rating after controls
PPE Required				
<input type="checkbox"/> Hi-Visibility Clothing	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Eye Protection		
<input type="checkbox"/> Steel-capped Footwear	<input type="checkbox"/> Gloves	<input type="checkbox"/> Hard Hat		
<input type="checkbox"/> Mask	<input type="checkbox"/> Other -			
Personnel Involved				
Completed by		Date		
Company		Signature		
Position				

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Health Monitoring

Health Monitoring is required whenever workers are exposed to excessive levels of things which may adversely affect their health. For example, workers must not be exposed to noise which exceeds the exposure level 85dBA/8 hours.

Utilise the Health Monitoring Checklist to determine if employees have been exposed to risks which may require health monitoring. If they have been exposed to this risk, then they must undergo an annual or bi-annual medical assessment. This may include:

1. Noise levels above 85 dB (A); and
2. This can also include exposure to chemicals, sprays solvents, etc.

Monitoring should also be performed at times of initial employment, post-critical event or at the time of an employee leaving Sea Electrical Limited.

In the event of any test producing sub-optimal standards then that employee will be referred to their G.P. If the G.P. refers the employee to a specialist, then the PCBU will determine from the specialist’s report whether further action is required i.e., review of the risk responsible for the sub-optimal result and/or if WorkSafe NZ is required to be consulted.

Records of Occupational Health (OH) monitoring results will be retained and made available to the employee requiring monitoring. All records will be stored securely and confidentially as they may contain medically sensitive information.

Fill in the checklist below, to determine if health monitoring is required:

Health Monitoring Checklist

Risk	Uses/Task	Testing Required	Requires Monitoring	Monitoring Type
Chemical/Material Risks	Substances (solvents and fumes)	Equipment Used		
Physical risks	Tasks that will expose you to the risk			
Biological risks	Tasks that will expose you to the risk			

Noise Risk – Hierarchy of Control

How to Reduce Risks Associated with Noise in the Workplace

There are six stages in the hierarchy of control so follow the process when trying to find the most effective way to reduce a noise hazard:

Stage 1: Eliminate the noise.

Can the process or plant that generates the noise be replaced completely? For example, can the process be changed so that it doesn't create a noise hazard at all?

If the noise cannot be eliminated...

Stage 2: Substitute the noise.

Can the production process be undertaken in a different, quieter way, or with different plant that does not make as much noise when operated?

If the noise cannot be made quieter through substitution...

Stage 3: Isolate the noise.

Can you apply something that can muffle the noise or create an encasing around the source of the noise that will contain the noise but still allow access for operation and maintenance?

If the noise cannot be eliminated or minimised by isolating it...

Stage 4: Engineer out the noise.

Can the source of the noise be relocated to an area where it will not expose workers in the vicinity to a hazard (although in this case, neighbours would then need to be taken into consideration as well)?

If an engineering modification cannot reduce the noise level...

Stage 5: Implement administrative controls.

Use inductions and signage to inform everyone in the area that it is a noise hazard zone and precautions are needed to prevent potential hearing loss – this is not a very effective control in this example.

If administrative controls are not enough...

Stage 6: Provide personal protective equipment (PPE).

Provide hearing protection to all employees and visitors in the noisy area, and make sure they wear it. This involves information, instruction, training, and record-keeping of the PPE.

Remember that the provision of PPE to your workers as a control measure should complement other control measures you have in place to reduce the risk caused by the hazard – PPE and administrative controls **should not** be the only measures taken to control risk.

Manual Handling Risk

Implementing Control Measures

These should be reassessed annually, or as required.

Stage 1: Identify the manual handling risks.

Are manual tasks/situations carried out in the workplace? Examples could be:

- Overexertion and overreaching
- Repetitive movement
- Sustained and/or awkward posture
- Whole body vibration
- Poor workplace design

Stage 2: Redesign the workplace

Minimise manual handling risks by assessing the workplace and changing any processes/equipment which will make the job less stressful on employees.

In an office environment, this would include condition/position of:

- Chairs
- Workstations
- Keyboard/Mouse
- Monitor

Consider staff members who wear reading glasses, when placing monitors.

An ergonomic specialist can be a useful person to bring in, to assess your individual workplace.

In a factory environment, this would require a complete assessment of the factory/site and possibly replacing equipment/machinery or installing lifting devices or ramps. Things to consider:

- What is the weight of object being lifted?
- Can it be lifted mechanically?
- How often is an item required to be lifted or moved?
- Who is the employee(s) lifting the objects?
- Is there a better place the object could be located, for ease of manual handling?
- Would it be helpful to bring in a specialist in factory design?

Stage 3: Educate the employees

Train workers how to use plant, objects, substances, equipment, and relevant PPE safely.

Send employees for specific training in manual handling if their role requires them to do so frequently.

All workers must be specifically trained in correct techniques for manual handling jobs. They need to know:

- No one should lift something that is too heavy for them. Ask for help
- To lift with the legs, not the back. And not to twist, or lift while in an awkward position
- About keeping the load in front and close to the body
- To use mechanical/lifting aids where possible
- To plan regular breaks and rotate jobs, if possible

Understand the Risk Rating

Significance of the Risk

The Consequences of a potential risk are rated from Negligible to Severe.

The Likelihood of a potential risk occurring is rated from Rare to Almost Certain.

Consequences	How severely could someone be hurt?	Likelihood	How likely are the consequences?
Severe	Death or permanent disability	Almost Certain	High Probability of an incident
Significant	Serious injury, hospital treatment required	Likely	Likely Probability of an Incident
Moderate	Injury requiring medical treatment and some lost time	Possible	Possible Probability of an Incident
Minor	Minor injury, first aid only required	Unlikely	Unlikely Probability of an Incident
Negligible	Unlikely to result in an injury	Rare	Rare Probability of an Incident

Risk Rating Matrix

The Risk Factor is calculated by considering the Likelihood of the incident occurring and the Consequences of the possible resulting injury. For example, if something is Likely to happen and the Consequences are considered to be Moderate, then the Risk Factor is High.

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Actions Required

Once the significance of the risk and the appropriate controls have been assessed, the level of required action can be ascertained. This ranges from Extreme (immediate action required) to Low (action within a reasonable timeframe).

Risk Factor	Required Action
Extreme	Immediate action needed. Access to the risk should be restricted until the risk can be lowered to an acceptable level. Short term action may be required, to lower the risk level. Medium and long-term plans are to control the risk to as low risk as reasonably practicable, using the Hierarchy of Controls.
High	Action needed quickly (within 1-2 days). The task should not proceed unless the risk is assessed, and control options selected, based on the Hierarchy of Controls.
Moderate	Action required this week to eliminate or minimise the risk, using the Hierarchy of Controls.
Low	Action required within a reasonable timeframe (2-4 weeks) to eliminate or minimise the risk, using the Hierarchy of Controls.

Initial Risk Rating

Assessed on first identifying a risk/change to a risk

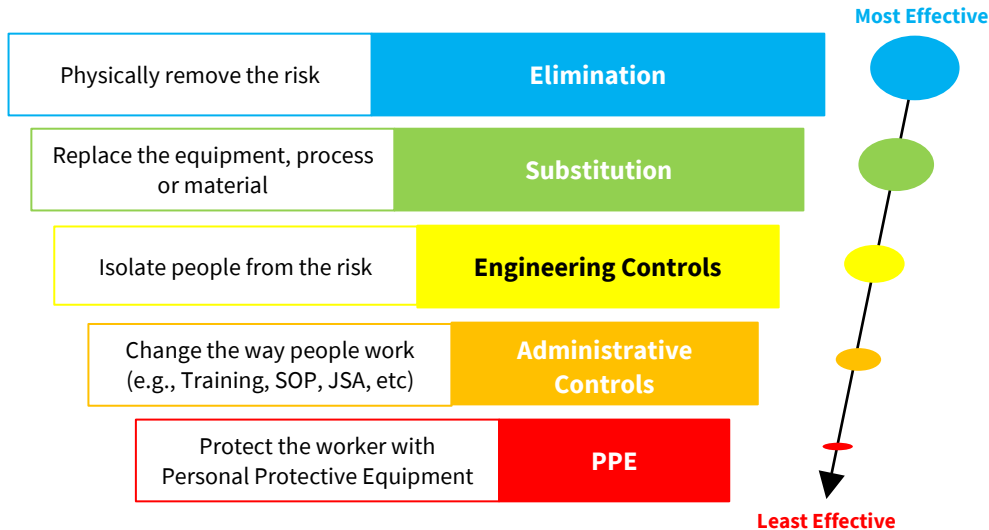
Residual Risk Rating

Assessed after the controls have been applied

Controlling the Risk

The hierarchy of controls ranges from the most effective Elimination (removing the risk), through Substitution (replacing the risk), Engineering Controls (isolating people), Administrative Controls (changing work habits), to PPE.

Hierarchy of Controls



Monitoring the Control Measures

Control measures should remain effective, be fit-for-purpose, be suitable for the nature and duration of the work and be implemented by workers correctly. Monitoring the performance of control measures will show you if your control measures are working effectively.

You should: – implement the appropriate means for workers to report incidents, near misses, or health and safety concerns – encourage appropriate reporting – avoid processes that may encourage under-reporting.

You must monitor workplace conditions and worker health so far as is reasonably practicable.

Monitoring can show you if your control measures are working effectively to reduce worker exposure: – Exposure monitoring can be used to find out if workers are potentially being exposed to a hazard at harmful levels. – Health monitoring is a way to check if the health of workers is being harmed from exposure to hazards while carrying out work and aims to detect early signs of ill-health or disease.

Seek the views of your workers and their representatives when making decisions about procedures for monitoring.

The findings of the monitoring are used in the following ‘ACT’ step to ensure the control measures in place are continually improved.

Act: Take Action on Lessons Learnt

You must regularly review the effectiveness of your control measures at scheduled times. All policies, processes and systems need a regular review date and review/audit process to check they’re followed and are still fit-for-purpose.

Investigate incidents and near misses to identify causes and what needs to change to prevent them from reoccurring.

Talk to your workers regularly to check if the control measures are effectively eliminating/minimising work risks.

Use the results of your ongoing worker conversations, reviews/audits, investigations, and workplace/worker health monitoring to help you to continually improve the effectiveness of the control measures.

Sea Electrical Limited

Significant Risk Register

General Risks

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1 Alcohol, Drugs or Medication			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Alcohol of any type must not be consumed on the premises unless it is a Company approved function. If you are over the legal driving alcohol limit you must find an alternative means of getting home. If you are on prescribed medication which may affect your performance, you must inform your supervisor of this fact before you begin work. Any employee who causes an accident injuring another person due to drugs or alcohol will be instantly dismissed and could face serious prosecution under the Health & Safety at Work Act (2015). Drug testing may be required on various sites. 			
Initial Risk:	High	Residual Risk:	Low
2 Allergies			
Controlling the Risk:		Administrative	PPE
<ul style="list-style-type: none"> If you suffer from allergies, then you must make your supervisor aware of this before you undertake any work which may create an allergic reaction. Should your allergy be severe enough to require medication or similar, always have it available e.g. Asthma inhaler for asthma, antihistamines for bee stings etc. 			
Initial Risk:	Moderate	Residual Risk:	Low
3 Amenities			
Controlling the Risk:		Administrative	
<ul style="list-style-type: none"> Toilets must be kept clean and well serviced. Lunchrooms are to be clean, tidy and hygienic. If any amenities are unclean or not hygienic, contact the appropriate person. 			
Initial Risk:	Moderate	Residual Risk:	Low
4 Broken Glass			
Controlling the Risk:		Elimination	
<ul style="list-style-type: none"> Clean up broken glass immediately. Large pieces may be picked up by hand if this can be done safely and without cutting the person. The remainder should be swept up with a brush and pan. Dispose of glass in the correct recycling container. It is recommended that closed in shoes and gloves are worn when cleaning up broken glass. 			
Initial Risk:	High	Residual Risk:	Moderate
5 Changing Attachments on Tools or Equipment			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> Never replace with an attachment not designed for the tool. When changing attachments on tools or equipment that could cause an injury during the process unplug it or remove the battery first. On machinery or equipment where the process may take time, the machinery or equipment could be left uncompleted and there is a risk of harm if someone attempts to use it prior to completing a change of attachment, follow the "Lock Out" procedure. 			
Initial Risk:	Moderate	Residual Risk:	Low

6 Chemicals, Sprays, Paints, Poisons and Solvents			
Controlling the Risk:	Substitution	Engineering	Administrative PPE
<ul style="list-style-type: none"> All chemicals etc. must be kept in correctly marked, well-sealed containers. If you find Chemicals, Poisons, Paints, Sprays or Solvents in your work area inform your supervisor and have them removed. If you need to use Chemicals, Poisons, Paints, Sprays or Solvents: <ul style="list-style-type: none"> Wear the appropriate safety protective clothing, masks etc. as recommended by labelling on the product and on the information provided. Have Safety Data Sheets (SDS) available at all times. Ensure that there is sufficient ventilation and no ignition points. If you interact with a substance you don't recognise, inform your supervisor immediately. Do not allow oils, chemicals and fuels to run away into drains or waterways. Chemicals are to be stored as per HAZNO regulations. <p>For chemical spill information & procedures, refer to Chemical Emergency Response in Emergency Procedures section of the policy.</p>			
Initial Risk:	High	Residual Risk:	Moderate
7 Children in the Workplace			
Controlling the Risk:		Elimination	Engineering
<ul style="list-style-type: none"> For their own safety, children must always be supervised while on site or be in a child approved area. Do not allow children to play with or climb on anything. Children ARE NOT permitted in areas with machinery/vehicles operating. Always be aware of children and if they enter a work area which may be hazardous and could cause injury to themselves or others, stop what you are doing and ask them to leave, or ask their parents to remove them from the area. 			
Initial Risk:	Extreme	Residual Risk:	Moderate
8 Company Vehicles			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> Only drive company vehicles you are familiar with and are licensed and/or certified to drive. Ensure that the vehicle is in good order and is registered and warranted. Always wear a safety belt. Vehicles should be equipped with a current first aid kit and a fire extinguisher. Keep the vehicle tidy. Ensure everything is secure so should heavy braking or an accident occur, tools, materials and other items will not be thrown around the vehicle and injure any occupants. Do not carry loose articles in the cabs of vehicles, as they could jam the pedals of the clutch, brake or accelerator and distract the driver, causing an accident. Never drive a company vehicle after drinking alcohol, taking drugs or prescription medication that could affect your ability to drive. If driving long distances, take regular breaks and if you feel tired, pull over. Only authorised personnel approved by management are permitted in company vehicles. You are not permitted to carry hitchhikers when driving a company vehicle. Do not make calls on a cell phone while driving unless your vehicle is equipped with a hands-free kit, or you have an earpiece or similar and voice control is available. Otherwise pull over and ring the person back when it is safe to do so. Never read or do texts, emails or anything that takes your attention off driving under any circumstances. 			
Initial Risk:	High	Residual Risk:	Moderate

9 Contractors, Subcontractors			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> All contractors are to be inducted and made aware of the risks on the site. Ensure all contractors are inducted and have completed the appropriate forms from this policy. (See contractors section) Stay away from contractor's work areas and equipment. Do not alter or interfere with any work done by a contractor. Do not assist a contractor in their work, unless it is part of your job description and you're trained to. 			
Initial Risk:	High	Residual Risk:	Moderate
10 Contract Work and Unfamiliar Sites			
Controlling the Risk:		Administrative	PPE
<ul style="list-style-type: none"> Unfamiliar sites could have a variety of risks you are not familiar with, so be cautious. Report to the person in charge, to be inducted and made aware of risks or conditions you may encounter. When inductions are required ensure you are inducted prior to starting work. Follow all on site instructions and wear any required PPE. If you are uncomfortable with a situation or task you are to perform on the site, contact your supervisor and/or your site contact before proceeding any further. 			
Initial Risk:	High	Residual Risk:	Low
11 Dehydration			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> Keep well hydrated when working during warmer months of the year. Dehydration causes fatigue and can impair judgement. If you feel thirsty, you are already becoming dehydrated water is the best. 			
Initial Risk:	Moderate	Residual Risk:	Low
12 Dust			
Controlling the Risk:		Engineering	PPE
<ul style="list-style-type: none"> Keep your work area as clean as possible to eliminate dust build-up and keep dust levels to a minimum. You should always wear dust masks in any area where dust is a problem. If the dust is affecting you, then you should inform your supervisor immediately. 			
Initial Risk:	Moderate	Low	Residual Risk:
			Low

13 Electrical Equipment, Small Tools, Power Leads				
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> Only use a device if you are trained and authorised to. Do not use portable electric equipment if the equipment itself could become dangerously wet. Do not attempt to repair any faulty equipment yourself. Ensure any guards and safety features required are in place, before use. If the leads of equipment become damaged, DO NOT use the equipment until after it has been repaired. Never pull the plug out from the socket by pulling on the cord. Only use the correct attachments for the tool or equipment and ensure it is fitted correctly before use. All portable electric equipment must be checked and certified in accordance with AS/NZS 3760. Do not unplug any equipment or leads while you have wet hands. Dry your hands first. Turn switch off before unplugging. Ensure that all power leads are in good condition, without nicks or exposed wires. Faulty leads must be tagged out and repaired by a qualified person. Always use an RCD if the main power supply does not have an RCD or isolation switch built into it. Avoid trailing power leads across the floor of the working area, where they may create a trip risk. <p>A quick guide to electrical testing</p> <ul style="list-style-type: none"> Leads in workshop, factory environments etc. are to be tested six-monthly. Leads in office environments are to be tested every two years. Electric leads, tools and equipment used on construction sites or similar must be checked before use and tagged every 3 months. As per AS/NZS 3760. All electric leads, tools and equipment must be checked as per AS/NZS 3760. <p>Also see Electrical Testing Requirements chart. in Section 9</p> <p>For more information refer to https://worksafe.govt.nz/topic-and-industry/electricity/testing-and-tagging-electrical-appliances/</p>				
Initial Risk:	High		Residual Risk:	Low
14 Equipment, Vehicle Maintenance, Repairs and Servicing				
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> All equipment and vehicles must be serviced and maintained according to the manufacturer's instructions or in accordance with your maintenance schedule. The maintenance schedule/report must be completed by a designated person on completion of service. All new equipment or vehicles must be added to the maintenance schedule within one month of being installed/commissioned. If you discover any equipment or vehicle that has not been serviced, is faulty or has been serviced incorrectly, report this to your supervisor. Do not attempt to repair or service equipment or vehicles unless you have been trained and/or a qualified to do so. If a machine or equipment is to be stopped for service or repair, it must be "locked out". This means preventing it from starting e.g. unplugged or physically prevented from being activated and a lockout tag or the like placed on it. 				
Initial Risk:	High		Residual Risk:	Low
15 Eye Damage				
Controlling the Risk:				PPE
<ul style="list-style-type: none"> Wear safety glasses when using machinery, equipment or if you are engaged in a process where something could encounter your eyes. If dust is a problem, then wear eye protection. 				
Initial Risk:	Moderate		Residual Risk:	Low

16 Fire Fighting Equipment and Exits			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> • Make sure that fire exits are clear and accessible. • If you see anything blocking a fire exit, extinguisher or hose reel remove it immediately. • Ensure that all fire extinguishers and hose reels are visible and accessible. • Never use extinguishers or hose reels as hangers or hooks to place other items on. 			
Initial Risk:	Moderate	Residual Risk:	Low
17 Flammable Substances			
Controlling the Risk:		Elimination	Engineering Administrative
<ul style="list-style-type: none"> • Keep flammable materials or substances away from exits and entrances. • Never store any flammable items where they may be at risk of catching fire. • Use appropriate storage containers as required by the Hazardous Goods (HSNO) regulations, considering the quantity of products held on premises. 			
Initial Risk:	Moderate	Residual Risk:	Low
18 Foot Injuries			
Controlling the Risk:			PPE
<ul style="list-style-type: none"> • You must wear the appropriate safety footwear when on site, or if required on any site you visit. • This includes contractors or visitors, where applicable. 			
Initial Risk:	Moderate	Residual Risk:	Low
19 General Public and Visitors			
Controlling the Risk:		Engineering	Administrative PPE
<ul style="list-style-type: none"> • All visitors who are visiting a specific staff member are to sign the Visitors Book on arrival and sign out when leaving, where applicable. • The public are not allowed in work areas that machinery or vehicles are operating unless there is a reason to be there and only if accompanied by a staff member. • If you are to take a person through a work area ensure you provide them with any required personal protective equipment, you inform them of hazards in the area and stay within designated areas, walkways, etc. Their safety is your responsibility. • If you see anyone you do not know in the workplace, ask them to leave. 			
Initial Risk:	High	Residual Risk:	Moderate

20 Ladders

Controlling the Risk: **Substitution** **Administrative**

- Only use ladders as they are designed to be used. Unless the ladder has a platform and handrails on it or similar and is designed specifically to be worked off for periods of time ladders are to be used for access and egress only.
- All ladders shall be set up on a firm level surface unless a secure method is used to ensure an even distribution of weight between the stiles. In the case of a step ladder, this includes the back frame.
- All “A-frame” ladders must lock across the two uprights.
- Ladders, unless specifically designed, are only to be used for access to an area, not for working off.
- Only industrial approved ladders are permitted to be used on site - NZS 5233:1986 or NZS 3609:1978.
- Ensure the feet of the ladder are placed on clear, level ground and positioned so it can't slip or topple.
- Leaning ladders should always be approximately 1/4 of the height of the ladder away from the wall.
- Never climb any ladder unless you feel completely safe doing so.
- Leaning ladders must be tied and secured at the top if the operator is working above three metres.
- When engaging in electrical work non-conducting ladders must be used.
- Before using any ladder, ask yourself:
 - Is using a ladder the safest and best work method for the job?
 - Is the ladder in good condition and suitable for the type and height of work?
- While using a ladder:
 - Do not carry a load that will prevent both hands from being able to hold or grab the rungs.
 - Do not over-reach — the waist should always remain within the confines of the stiles.
 - Unless there is a secure handhold, do not stand on a rung/step closer than 0.9 metres from the top.
 - Always ensure all loose tools or other items are removed from steps/rungs before moving ladder.
 - Where the ladder encroaches onto a passage/roadway, place cones or barricades around the base.
- Ladders shall be withdrawn from service immediately on suspicion of any structural damage such as:
 - Bent or twisted stiles
 - Loose, bent, worn, or split rungs or steps
 - Loose, bent, or disconnected braces between steps and stiles or back frame
 - Damaged or missing locking bars
 - Missing rivets or non-slip feet.

Initial Risk: **High** **Residual Risk:** **Moderate**

21 Manual Handling

Controlling the Risk: **Elimination** **Administrative**

- Lift by keeping your back straight and bending your knees, reduce twisting from side to side.
- Do not lift anything that is too heavy for you and could cause you an injury.
- If something is too heavy use a mechanical lifting device if available or ask for assistance.

A helpful guide can be found here <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/>

Initial Risk: **Moderate** **Residual Risk:** **Low**

22 Noise					
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Loud and/or long term moderate noise can cause hearing loss. As a guide, if you cannot hold a conversation at normal levels with someone 600mm away you should be wearing hearing protection. If after using hearing protection for a period of time you can still hear a lot of noise, you should wear a higher rated grade. Avoid exposure to excessive noise whenever possible, otherwise wear hearing protection. Consider others around you, if you are going to be creating loud noise, isolate people from this if possible. 					
Initial Risk:	High	Residual Risk:	Low		
23 OOS/RSI					
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative	
<ul style="list-style-type: none"> OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury). Do not continue doing the same activity if you are suffering from any pain or discomfort. Have a change of work after 40 minutes of repetitive activity, or at any time if you are uncomfortable with the work you are doing. Set yourself up in a comfortable position if doing repetitive work. Take micro breaks and do the exercises in the office module (pages 8-9). If you find yourself showing signs of OOS/RSI report it to the H&S Officer. 					
Initial Risk:	Moderate	Residual Risk:	Low		
24 Pathways, Stairwells and Exits					
Controlling the Risk:	Elimination	Administrative			
<ul style="list-style-type: none"> Pathways, stairwells and exits are to be kept clear. Never leave items on stairways or in pathways as it will create a trip risk to other people using them. Be constantly alert for stock, goods, materials, rubbish and other items which may be blocking walkways and remove them from the area. Handrails on staircases must be sturdy and able to support the people who use them. Always be cautious when carrying items up or down stairs, ensure you can see where you are walking. Do not speak to others when using the stairs, as they may turn and fall. 					
Initial Risk:	Moderate	Residual Risk:	Low		
25 Practical Jokes in the Workplace					
Controlling the Risk:	Elimination	Administrative			
<ul style="list-style-type: none"> Practical jokes that could cause injury are forbidden and could result in immediate dismissal. If, due to a practical joke, a fellow employee is injured, it is very likely you could also be faced with a prosecution from WorkSafe NZ. 					
Initial Risk:	Extreme	Residual Risk:	Moderate		

26 Psychosocial Issues			
Controlling the Risk:		Elimination	Administrative
<p>A work-related psychosocial hazard (or risk) is an adverse workplace interaction or condition of work that compromises a worker's health and wellbeing.</p> <ul style="list-style-type: none"> • Ensure a reasonable workload and support management of deadlines and demands appropriately. • Reduce the monotony of tasks where appropriate. • Encourage teamwork and good communication. • Develop a culture where workers share and report problems. • Provide adequate training. • Monitor overtime and shift work to ensure workers aren't overstressed. 			
Initial Risk:	Moderate	Residual Risk:	Low
27 Rushing Jobs			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> • Employees must never be pressured into rushing a task that could compromise their health & safety. • Always allow time for the task to be completed in a safe manner. • A rushed task causing injury will take far longer in the end than a task done at a safe speed. 			
Initial Risk:	High	Residual Risk:	Low
28 Skin Cancer (Working Outside)			
Controlling the Risk:		Elimination	Administrative PPE
<ul style="list-style-type: none"> • Melanoma can be caused by the sun's ultraviolet rays. Protect yourself from sunburn. • Seek jobs in the shade during the middle of the day and early afternoons (11am-3pm) when possible. • Wear clothing such as hats, long-sleeved shirts, and long pants to protect your skin. • Sunglasses should be worn to protect your eyes from the sun. • Take care on windy and cloudy days. Although you remain cool, you can still burn. • Consult your doctor if a freckly spot or mole changes shape, colour, or size. • Use a broad-spectrum high-level (30+) sunscreen on any skin that is not protected with clothing. 			
Initial Risk:	High	Residual Risk:	Moderate
29 Slippery/Wet Floors			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> • Slippery floors and spillages need to be cleaned up immediately, whenever possible. Otherwise put up a sign or tape off the area until the spillage can be dealt with. • Install non-slip or anti-fatigue matting to improve staff safety and comfort where practicable or provide specialised footwear where necessary. 			
Initial Risk:	Moderate	Residual Risk:	Low
30 Stress and Fatigue			
Controlling the Risk:		Elimination	Substitution Administrative
<ul style="list-style-type: none"> • Stress and fatigue can be caused by time pressures, issues at home, long hours etc. • If you are feeling stressed, talk to the Health and Safety Officer or team leader. Do not ignore it. 			
Initial Risk:	High	Residual Risk:	Moderate

31 Training					
Controlling the Risk:				Administrative	
<ul style="list-style-type: none"> Do not do any task that you are not trained or authorised to do. If you are asked to do a task or use a piece of equipment that you are not familiar with, inform your supervisor and get training before usage. Do not be shy to ask for training, or if you are unsure about something ask your supervisor or a colleague. It is better to ask and get training than pretend you know how to do a task and end up injured. 					
Initial Risk:	Extreme		Residual Risk:	Low	
32 Trip Risks					
Controlling the Risk:				Elimination	
<ul style="list-style-type: none"> Keep bins, mats, power leads and other items that can create trip risks out of foot traffic areas. Keep items off the ground where possible or stack them in an area that won't create a direct risk. If you see something that could be a trip risk, remove it. 					
Initial Risk:	Moderate		Residual Risk:	Low	
33 Vehicles and Machinery on Sites					
Controlling the Risk:		Engineering	Administrative	PPE	
<ul style="list-style-type: none"> Use walkways/footpaths whenever possible and use the designated crossing areas whenever practicable. Always stay away from any areas where vehicle being loaded or unloaded, or machinery is working, unless it is necessary to be there. If it is necessary to approach a vehicle do it in a manner so you can be clearly seen approaching. If you are required to enter an area or site where commercial vehicles or machinery are operating you must wear a fluoro jacket, shirt, vest or similar. The object is to raise the level of awareness of both the vehicle, machinery operator and people walking near them. In the carpark area, always be aware of moving vehicles as often the driver is looking for a car park or reversing and not looking out for pedestrians. Watch out for reversing lights. 					
Initial Risk:	High		Residual Risk:	Moderate	
34 Weather Conditions					
Controlling the Risk:		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> Do not try to work at heights or areas exposed to the elements, if there is any concern about your safety. If weather conditions become an issue while working, secure work you were doing and leave the area. Do not endanger yourself. If weather conditions are of concern, find a safe environment to work in. If staff are required to work in extreme weather conditions a meeting with those working on site to discuss any additional measures to be put in place to minimise any potential risks that could arise is to be held to either decide if to continue or prior to starting the job. If the risk can not be minimised to an acceptable level wait until the weather settles before doing the task. Do not put yourself or others at risk of potential serious harm injuries. 					
Initial Risk:	High		Residual Risk:	Low	
35 Working Alone and at Night					
Controlling the Risk:		Elimination	Engineering	Administrative	
<ul style="list-style-type: none"> If you are working alone after standard work hours, do welfare checks at least hourly or as required. Do not use any machinery or equipment which could put yourself at risk of injury. Always have a torch available and be made aware of light switches and lighting. Avoid going in to unlit areas whenever possible. 					
Initial Risk:	High		Residual Risk:	Moderate	

36 Work Left in an Unsafe Condition						
Controlling the Risk:			Elimination	Engineering		
<ul style="list-style-type: none"> Ensure your work is left in safe condition whenever possible or put up signage, tape/barriers, etc. to protect and warn people of the risk. Ensure all work is stable and cannot be affected by adverse weather or injure any other person. 						
Initial Risk:	High		Residual Risk:		Low	
37 Workplace Aggression/Harassment						
Controlling the Risk:			Elimination	Engineering	Administrative	
<ul style="list-style-type: none"> If confronted by an aggressive person, be polite and leave the area. Report events of aggression or harassment to your supervisor and avoid physical confrontation. Make a record of specific events which you feel are inappropriate. Include the date, time and place and who was present, what was said, how you felt, how you responded, and what other people said and did. If a workmate/manager's ongoing behaviour makes you feel uncomfortable, stressed or threatened and you are unable to change this situation yourself, speak to someone senior about the issue. 						
Initial Risk:	Moderate		Residual Risk:		Moderate	
38 Working During a Pandemic						
Controlling the Risk:		Elimination	Substitution	Engineering	Administrative	PPE
<p>Dependent on the level of the pandemic, only certain industries may be permitted to continue to operate. Refer to https://www.health.govt.nz/ If you are operating during a pandemic the following will apply.</p> <ul style="list-style-type: none"> All additional PPE required to do any tasks in the workplace safely during a pandemic is to be provided to staff e.g. masks, gloves. This is in addition to any task-specific PPE. Hand sanitiser or disinfectant soap is to be made available and to be used by all staff. All staff are to maintain social distancing where required and follow any other pandemic-specific rules, to eliminate or minimise spread. If you feel sick - contact your supervisor via email or phone and do not go in to work. If you suspect you may have an infectious disease - contact your supervisor and get tested. if your test results come back positive inform your supervisor immediately, as others will have to be tested. An SOP, or inclusion in JSAs or similar are to be created and accessible to all staff to include rules regarding behaviours, controls and PPE required while a pandemic is a risk in the workplace. <p>For further information and resources refer to the Pandemic Section in Emergency Procedures.</p>						
Initial Risk:	High		Residual Risk:		Moderate	

Sea Electrical Limited

Significant Risk Register

Office Risks

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1 Air Conditioning/Heat Pumps			
Controlling the Risk:	Elimination	Substitution	Engineering Administrative
<ul style="list-style-type: none"> Ensure that the air conditioning is working correctly and that you have good, clean fresh air. Be aware that air conditioning filters must be cleaned and sanitised on a regular basis, as there can be bacterial build-up. 			
Initial Risk:	Low	Residual Risk:	Low
2 Computer Workstations			
Controlling the Risk:		Substitution	Administrative
<ul style="list-style-type: none"> A poorly set out workstation and posture can, over time, create an OOS problem. Follow the recommendations in the “Pocket Ergonomist” on the WorkSafe website. Report any feeling of discomfort or pain experienced while at your workstation. 			
Initial Risk:	Moderate	Residual Risk:	Moderate
3 Drawers in Work Area			
Controlling the Risk:			Elimination
<ul style="list-style-type: none"> Do not leave drawers open and unattended. Always close fully after use. 			
Initial Risk:	Low	Residual Risk:	Low
4 Filing Cabinets, Cupboards Shelving and Other Office Equipment			
Controlling the Risk:		Substitution	Engineering Administrative
<ul style="list-style-type: none"> Furniture must be placed securely on the floor and not “wobble”. Shelving must be secure and of sufficient strength to bear the weight of whatever is to be stored on it. Evenly load shelves drawers and cabinets so they do not become top heavy. Store heavy items between waist and chest height. Do not overload or cram things onto shelves. 			
Initial Risk:	Low	Residual Risk:	Low
5 Lighting in the Office			
Controlling the Risk:			Substitution
<ul style="list-style-type: none"> Always ensure that you have good lighting. Natural light should be used if possible, otherwise use good artificial light. 			
Initial Risk:	Moderate	Residual Risk:	Low
6 Office Furniture, Chairs, Desks			
Controlling the Risk:			Substitution
<ul style="list-style-type: none"> Office furniture should, wherever possible, be ergonomically designed. Use only furniture that is adjustable for the user and designed for the purpose. 			
Initial Risk:	Moderate	Residual Risk:	Low
7 Reaching to High Places			
Controlling the Risk:		Substitution	Administrative
<ul style="list-style-type: none"> Only use stable ladders or stools to reach elevated areas and ensure that they are set up properly. All stepladders must have the front and back locked together. Do not stand on any furniture to get items from heights. Use a ladder or specifically designed equipment. Climbing onto shelving is not permitted under any circumstances. 			
Initial Risk:	High	Residual Risk:	Moderate

Sea Electrical Limited

Significant Risk Register

Electrician Risks

Risk Index

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1 Batteries and Chargers for Tools				
Controlling the Risk:	Elimination	Administrative	PPE	
<ul style="list-style-type: none"> Always follow manufacturer's instructions for charging and storage. Battery chargers should be plugged into an RCD. Use and store your battery within the temperature limits stated by the manufacturer. Do not store in a closed location where sunlight may cause elevated temperatures, such as near a window inside a vehicle. When recharging batteries, always use chargers which are suitable for the battery type. With lithium batteries take extra care to avoid getting them wet. If a battery is not working dispose of it correctly and do not dispose of it amongst flammable substances. 				
Initial Risk:	Moderate	Residual Risk:	Low	
2 Box Cutters/Retractable Blade Knives				
Controlling the Risk:	Engineering		Administrative	
<ul style="list-style-type: none"> Never carry a box cutter or similar without retracting the blade. Always retract the blade as soon as you have finished an action. When cutting, don't put any part of your body in front of the blade i.e. stand to the side. Use caution when using retractable blades. <p>Note: Many sites do not permit retractable blade knives unless the blade is spring loaded and is auto retractable. With these knives, you must hold your finger on the button for the blade to remain out, so minimises the chances of cutting yourself. Other options are knives with a form of guard over the blade. Either of these types of knives are a preferable and safer option.</p>				
Initial Risk:	Moderate	Residual Risk:	Low	
3 Cables High Voltage (General)				
Controlling the Risk:	Elimination	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Only trained certified staff are to work with High Voltage cables. Complete any permits prior where applicable. Before working on existing cables follow all required lockout/Isolating procedures to ensure that power is removed from the lines and a zero-energy state has been verified. Always treat any existing cables being worked on with caution as existing cables may still carry a residual charge even after being isolated from the supply source. Have all public protection in place prior to work be it signs, barricades, a taped off area suitable to the task and area you are working in. Wear all required PPE when working with High Voltage Cables including but not limited to insulated gloves and footwear. When working on a High Voltage cable conductor which can be subject to dangerous voltage rise, 'bonded earth mat working conditions' should preferably be employed. Where this is not possible (field work situations), 'insulated working conditions' must be adopted. Insulated footwear and gloves. Isolate all incoming electric leads connected to a remote earth by the use of an isolating transformer and any oil or gas equipment etc, must be isolated by use of insulating hoses or connectors. Conductors being worked on should be kept as short as possible by disconnecting phase conductors and/or cable sheath sectionalisation. The maximum number of continuous and earthed parallel conductors should be maintained at all times to maximise the shielding effect. 				
Initial Risk:	High	Residual Risk:	Moderate	

4 Chains/Strops and Lifting Equipment			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> • Ensure that the lift is directly up, to prevent side swing. • No one is allowed under a suspended object. • Chains, strops and other lifting equipment should be tested and tagged six-monthly. • Always check lifting equipment for any damage before using it and ensure that it is in good condition. • Allow 20% above the load to be lifted. 			
Initial Risk:	High	Residual Risk:	Low
5 Chemicals Hazardous Goods Transporting (General)			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> • When transporting Hazards goods <ul style="list-style-type: none"> ○ Have Safety Data Sheets for all chemicals, poisons, solvents. ○ Check Safety Data sheets for transportation, flammability, toxicity and any other possible risks involved and follow all instructions. ○ Ensure all goods are separated where required. ○ All goods are to be secured, sealed so they won't spill or let out fumes and be in the correctly labelled containers. ○ Hazardous goods when transported should be in a separate area from the cabin, the boot or on the bed of a ute for instance. ○ Check quantities you are permitted to carry before requiring a dangerous goods endorsement. If you exceed this, you must also have a declaration and placarding. <p>Also see Chemicals, Sprays, Paints, Poisons and Solvents in General Risks</p>			
Initial Risk:	High	Residual Risk:	Moderate
6 Disc Grinders& Cutters			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> • When using a grinder, wear safety glasses or a face mask (job dependent) and hearing protection. • Only trained staff are to use grinders. Do not remove the guard. • Make sure the material you are going to grind is secured and offcuts will not fall onto yourself or others. • Do not touch the ground or cut part of the material until it has cooled. • Make sure the area is clear of others before grinding/cutting. If this is not possible, put-up shields. • Ensure the work area is clear of flammable substances. 			
Initial Risk:	High	Residual Risk:	Moderate
7 Drilling or Penetrating Existing Areas			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> • Drilling or penetrating areas which contain or may contain energised electrical conductors is considered "working near". Such work requires extreme caution and good planning. • Drills or penetrating equipment must be grounded, so that accidental contact with an unexpected energized electrical conductor will be cleared quickly by the circuit protective device. • Double insulated equipment cannot be counted on to provide protection when accidental contact is made with energized circuits. • A drill bit stop should be used to limit the distance of any penetration. • Enclosures, cableways/trunking/tray, compartments, walls, ceilings, floors or underground areas where energized electrical conductors are or may be hidden from direct view must be thoroughly investigated, before penetrating them. 			
Initial Risk:	Extreme	Residual Risk:	Moderate

8 Drills			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Ensure that all material is properly restrained. Do not lock the trigger switch on, unless you have a second handle on the drill. Wear hearing and eye protection. Use an RCD with electric drills. Keep hands clear of the drill bit when in operation. Do not put too much pressure on the drill to avoid snapping the drill bit. 			
Initial Risk:	Moderate	Residual Risk:	Low
9 Electrical Work			
Controlling the Risk:	Elimination	Administrative	
<ul style="list-style-type: none"> Never do any electrical work you are not qualified/certified to do. Any licence must be current. Any workers who are undergoing training MUST be adequately supervised. Follow all approved work procedures. Do not take short cuts. Shut down, lock, and tag out machinery if there is any chance you could be harmed. No electrical work is to be undertaken until the worker is trained in the safe use of the equipment and the required PPE is worn correctly. If in doubt, ask your supervisor to test and ensure the equipment is deenergised. Never assume wiring etc. is not live. Prior to carrying out electrical work, all equipment and PPE must be inspected and approved for use. Any electrical incident resulting in serious harm MUST be reported to WorkSafe. 			
Initial Risk:	High	Residual Risk:	Low
10 Excavations Working In Or Around			
Controlling the Risk:	Elimination	Substitution	Engineering Administrative
<ul style="list-style-type: none"> Any excavation and trench work more than 1.5m deep and deeper than wide at the top, or that is more than 5m deep and is steeper than a 1 horizontal to 2 vertical it must be worksafe notified. Do not work in excavations or alongside walls or structures, unless completely sure they are fixed securely. Trenches are to be shored and safe or have a slope greater than 1 in 2 to prevent collapse or injury. Do not work in excavations if there is sign of movement, or if there are vibrations or vehicles close by. All excavations must be checked before work starts. All excavations and trenches over 1.5m deep must be shored and if ground is unstable shore for lesser depths. Where excavation work is in or near public access ways and risks exist, barricades, overhead protection, enclosed walkways, or other means of protection must be provided for the public. Provide vertical barricades around all holes in the berms, footpaths and carriageway areas, as well as around Excavations left overnight must be well lit, covered and barricaded. <p>For the 2016 Guidelines Refer to the WorkSafe website.</p>			
Initial Risk:	High	Residual Risk:	Moderate
11 Hand Tools			
Controlling the Risk:	Elimination	Substitution	Administrative
<ul style="list-style-type: none"> Use the correct tools for the job. All hand tools should be in good condition. Do not exert too much pressure on tools or put extra leverage onto them. 			
Initial Risk:	Moderate	Residual Risk:	Low

12 Laser Level			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> When using, or working around a laser level, never look directly at the light beam source. 			
Initial Risk:	Low	Residual Risk:	Low
13 Platforms and Access Platforms			
Controlling the Risk:		Engineering	Administrative PPE
<ul style="list-style-type: none"> When stacking materials on platforms, toe boards of at least 6 inches (150mm) must be in place to prevent objects falling off. Never load any platform beyond its weight restriction. Always stack materials properly and restrain them from falling. 			
Initial Risk:	High	Residual Risk:	Low
14 Pulling Cable			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> Ensure the cable route is free from any possible chaffing or mechanical damage. Cable drums should be set up in an area that will not interfere with other site personnel. A purpose-built cable roller should be used. Ensure there will be no area that can chafe or “burn” other cables. 			
Initial Risk:	Moderate	Residual Risk:	Low
15 Reciprocating Saw			
Controlling the Risk:		Administrative	PPE
<ul style="list-style-type: none"> Only trained operators are permitted to use the reciprocating saw. Ensure the blade is sharp and fitted correctly. Ensure all material is restrained or fixed before routing. Wear hearing and eye protection. If you are cutting into an existing wall, knock a hole in it first or use a meter to check for power cables. When cutting material on a surface, make sure you have enough space underneath so that the blade will not hit a surface below and jump the saw. Always hold the saw with two hands. 			
Initial Risk:	Moderate	Residual Risk:	Low

16 Scaffolding			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Ensure that the scaffolding is secure and checked, before using it. • Do not leave loose material or objects that could fall, on the scaffold. • Do not erect scaffold closer than 4 metres from overhead power lines or electrical conductors, unless you have written consent from the owner of the line (e.g. local power company). • Do not use the scaffold if it is excessively windy. • Guard railing should be on all scaffolding. • Wear a hard hat, safety footwear and hi viz around scaffolds. • Do not use pressure or pulling tactics when on the scaffold. • Do not alter scaffolding, unless you are certified to. • If scaffolding is over 5 metres, a certified scaffolder must erect it. • If you are climbing on a scaffold, first make sure that it is secure, has been cleared for use and has certification tags. • Do not jump down from scaffolds and be careful of where you are putting your feet, make sure that it will support your weight. • When climbing up, ensure that your means of access is safe and strong enough to support your weight, if in doubt check first. • Use a ladder and do not carry objects while climbing. Pass them up first, or ask someone to pass them to you, or use a rope and/or pulley. • Do not leave objects where they can be knocked off the scaffold. • Setup clear visible signs, where there is a risk of being struck by falling objects. • Ensure all scaffolding equipment is barricaded off, to limit access to work area. • Install toe boards, to ensure the edges are secured. • Secure materials to roof structure with straps. <p>For more information, refer to the WorkSafe website.</p>			
Initial Risk:	High	Residual Risk:	Moderate
17 Scissor Platforms/Cherry Pickers/EWPs			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Familiarise yourself with the operating instructions and do not exceed limitations of the equipment. • Do not work in adverse weather conditions. • Do not overreach from this equipment. • If there is a risk of falling, wear a safety harness with a lanyard incorporating a short energy absorber or fit-for-purpose self-retracting lifeline (SRL) attached to a certified anchor point. If using an adjustable lanyard arrangement, the length will be adjusted to a length as short as practicable that will restrain the operator inside the platform. • Do not put pressure on any equipment or yourself. • Must be certified every six months. • It is recommended that operators have achieved the following Unit Standard: AS2550.10: Cranes, Hoists and Winches – Safe Use – Mobile Elevating Work Platforms <p>For more information, refer to the WorkSafe website.</p>			
Initial Risk:	High	Residual Risk:	Moderate

18 Solar Installation & Repair (General)			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Only trained staff are to engage in this process. Do not begin work until any necessary permits have been completed where required. Install systems as per manufacturer's instructions and familiarise yourself with any risks involved in the process. Panels that have been sitting in direct sunlight can be hot and take a while to cool down so wear gloves where required. Do not do any tasks that you are not trained or certified to do for instance electrical or plumbing work involved in the process. If doing repair work on the panels even if shut down at the switchboard the panels will still generate electricity. Follow all shut down processes prior to working on the system. 			
Initial Risk:	High	Residual Risk:	Moderate
19 Stacking Material			
Controlling the Risk:	Elimination	Engineering	Administrative
<ul style="list-style-type: none"> When stacking material inside, or on an upper floor, distribute the weight evenly and check the maximum loading to be placed on the floor. Keep material away from edges of mezzanine floors or landings and make sure that it is stable enough to allow for wind. Do not stack too high or unevenly. 			
Initial Risk:	Moderate	Residual Risk:	Low
20 Testing Electrical Equipment			
Moderate	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Only trained staff are permitted to test electrical equipment and only a registered electrical electrician can fix any problems the testing reveals. When testing tools and leads set yourself up in an area that is away from the main work area, moving vehicles or operating equipment. When testing fixed equipment have the area around the machinery/equipment secured. This can include cones, signs, tape dependant on the environment or machinery being tested. Ensure the test equipment is appropriately rated for the task and is within test and/or calibration period and that it is in suitable condition for the work involved. Wear safety boots and any other required PPE. E.g. hearing protection if in a noisy environment. Any workers who are undergoing training must be adequately supervised. If you come across a piece of equipment you do not recognise have it explained to you so you are aware of what it is used for and any specific tests required. When live testing do not start it yourself unless you are trained and familiar with the tool or machinery, otherwise have a trained staff member start it for you. All guards, covers, etc, are to be on any machinery or equipment prior to live testing 			
Initial Risk:	Moderate	Residual Risk:	Low

21 Underground Services/Risks			
Controlling the Risk:	Elimination	Engineering	Administrative
<ul style="list-style-type: none"> Locate underground power lines and other utilities, before digging. Power Supply companies will assist with location and marking and should be contacted prior to digging. Obtain the correct permits and consents where necessary, prior to work. Workers must ensure that power is removed from the lines and a zero-energy state has been verified. Workers must ensure that the system is locked and tagged out. All workers must have a questioning attitude about safety and especially electrical safety. <p>Go to the https://www.beforeudig.co.nz/nz/home prior to excavations in areas with underground services or call 0800 248 344</p>			
Initial Risk:	High	Residual Risk:	Moderate
22 Working at Heights (General)			
Controlling the Risk:		Engineering	PPE
<ul style="list-style-type: none"> Workers must be provided with specialist training prior to commencing work at heights. Use the hierarchy of controls to mitigate the risks associated with working at heights. Each component of the fall prevention system must be inspected, before work begins. When working at any height where there is a risk of falling, a safety harness must be worn if there is no other restraint barrier such as a safety rail. Never work above any height if you are not comfortable in doing so. Do not work at height in any conditions that may cause an accident, such as wet weather or high winds. Have measures in place to protect workers from falling objects. Continuous method of attachment, twin tail fall arresters must be used. Have a rescue plan in place, prior to using a fall arrest system. Wear suitable clothing for protection. Check that safety equipment is sound before relying on it (both personal equipment, and the equipment on the structure need to be checked). Fall arrest harnesses must be current. Remove these and any other fall protection equipment from service immediately, if it is damaged. The area beneath the structure should be clear of vehicles and other people while above ground work is in progress. 			
Initial Risk:	High	Residual Risk:	Moderate
23 Working on Roofs			
Controlling the Risk:	Elimination	Administrative	PPE
<ul style="list-style-type: none"> Do not go onto wet or slippery roofs. If you are working on new iron and it starts to rain, get off as soon as possible, as it will become slippery. When there is a risk of falling, ring scaffolding should be erected, or a harness worn with a static line, or both if applicable. On brittle roofs, inspect the underside first to check it, and provide temporary walkways of at least 450mm wide with handrails. Use roof ladders. Do not leave loose material on the roof. Do not undertake any work that you cannot complete safely. 			
Initial Risk:	High	Residual Risk:	Moderate

24 Working on Switchboards			
Controlling the Risk:	Elimination	Administrative	PPE
<ul style="list-style-type: none"> • Only trained, qualified staff are permitted to work on switchboards. • Do not begin work until any necessary permits have been completed. (Where applicable) • Ensure all circuits and voltages present have been identified. • Erect barriers to prevent others entering the area where necessary. • Use extreme caution and follow isolation procedures. • Wear all required PPE. • Do not undertake any work that you cannot complete safely. 			
Initial Risk:	High	Residual Risk:	Moderate
25 Working Under Buildings or in Ceilings			
Controlling the Risk:	Elimination	Administrative	PPE
<ul style="list-style-type: none"> • Complete a pre-work risk assessment of the space by looking around the space to identify hazards that may pose risks. • Many buildings will have been sprayed for termite & insect control and may have fibreglass insulation. Coverall or overalls, gloves and a dust mask will give you the protection you need. Also, if it's an older house there may be asbestos fragments/dust present. If you suspect asbestos is present, stop work and inform the site supervisor or owner. • Use a decent light and keep your eyes open for insect nests/other danger etc. • Be aware of the location of electrical cables, fittings and equipment and avoiding contact with them. Turn off power at the switch board if they pose a risk. • Heat and humidity may cause heat stress, so make sure fluid intake is sufficient to ensure you do not become dehydrated. • When working in ceilings use caution as to what you stand on that it is solid and will take your weight. Step carefully on ceiling joists of short spans, bottom truss plates, top plates of walls or beams – not the ceiling material (i.e. Gyprock sheeting), or battens. If possible take a plank to span across the above suggestions to make working safer and easier 			
Initial Risk:	Moderate	Residual Risk:	Low