



Mainland Football

HEALTH AND SAFETY MANUAL

November 2016

The contents of this manual have been developed by Mainland Football, for use by Mainland Football and its Associated Club Members to provide a single over-arching document that can be used by Mainland Football and its Associated Club Members as the reference point for all health and safety matters, under licence from Mainland Football.

Where the term Mainland Football is used, the name of the Associated Club Member can be substituted without the need to personalise the material to the individual club.

If reference is made to certain policies such as the use of motor vehicles, if the Associated Club Member does not have club owned vehicles than that policy does not apply.

Associated Club Members;

Banks Peninsula Football Club	Burnham Football Club
Burwood AFC	Canterbury Sunday Soccer League
Cashmere Technical	Christchurch Boys High School
Christchurch United	Coastal Spirit
FC Twenty11	Ferrymead Bays
Halswell United AFC	High School Old Boys AFC
Hornby United AFC	Hurunui Rangers Football Club
ISL Hornby Womens	Inter Church Leagues
Medbury School	Methven Football Club
Mid Canterbury FC	Nelson Suburbs
Nomads United FC	Oxford Soccer Club
Papanui Redwood AFC	Parklands United
Riccarton High School	Selwyn United Football Club
Shirley Boys High School	St Albans Shirley
St Andrews College Football Club	St Bedes College Football Club
Tasman Womens Football	Universities Football Club
Waimakariri United Football Club	Western AFC

Welcome to Mainland Football Health & Safety Manual, which outlines the Federation's processes for managing Health & Safety at Work within our federation and associated club members.

All workers and contractors of Mainland Football will have access to a copy this manual.

Please familiarise yourself with it and keep safe at work.

Signed _____

Dated _____

CEO
Mainland Football

Signed _____

Dated _____

Health & Safety Officer
Mainland Football

Mainland Football Health and Safety Vision

To ensure that all those involved in the sport of football within the Mainland Football Region have a safe and healthy environment in which to compete in.

To promote health, safety and wellbeing to players, coaches, match officials, administrators, volunteers and spectators.

To take all reasonable and practicable safeguards to ensure the safety within and on all our facilities used within the sport of football.

To be the leader of health and safety in the sport of football within the football federations of New Zealand Football.

The diagram below represents all the elements required in a compliant health and safety management system.



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HEALTH AND SAFETY MANUAL

Mainland Football

Section One:

Policies, Operating Documents and Emergency Procedures

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Policies and Procedures

The Mainland Football Health and Safety Management System has been developed to be in compliance with the following:

Legislation

- Health & Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Accident Compensation Act 2001
- Resource Management Act 1991
- Hazardous Substances and New Organisms Act 1996
- Smoke Free Environments Act 1990

Codes of Practice, Guidelines and Guides

- Noise in the Workplace - Approved Code of Practice for the Management of
- Visual Display Units in the Place of Work - Approved Code of Practice for the Safe Use of
- Commercial and Industrial Premises - Guidelines for the Provision of Facilities and General Safety in
- First Aid for Workplaces - A Good Practice Guide
- Shift-work, Reducing its Effect on Health and Safety - Advice for PCBUs and Workers
- Healthy Work - Managing Stress and Fatigue in the Workplace.
- Temperature in Places of Work - What You Need to Know
- Solar Ultraviolet Radiation - Guidance Notes for the Protection of Workers from

Standards

- The ACC Workplace Safety Management Practices Programme.
- AS/NZS 4801:2001: Occupational Health and Safety Management Systems - Specification with guidance for use
- AS/NZS 4804:2001: Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques
- New Zealand Standards Association Code of Practice for Interior Lighting Design NZS 6703:1984.

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Section One: Operations Manual What you need to know and what you need to do

SECTION ONE:

What You Need to Do and What You Need to Know

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SUMMARY OF HEALTH AND SAFETY SYSTEMS, PROCEDURES AND FORMS

System	Form/Document	Procedure
Hazard management/ Hazard identification	<ul style="list-style-type: none"> • Checklist 	<ul style="list-style-type: none"> • Process to systematically identify hazards
Reporting hazards	<ul style="list-style-type: none"> • Report form 	<ul style="list-style-type: none"> • Reporting procedures • Follow up procedures
Developing control measures	<ul style="list-style-type: none"> • Hazard register • Control plans 	<ul style="list-style-type: none"> • Review processes
Health and environmental monitoring	<ul style="list-style-type: none"> • Consent forms 	<ul style="list-style-type: none"> • Process for health or environment monitoring
Personal protective equipment and clothing (PPE&C)		<ul style="list-style-type: none"> • Process to issue, check and review PPE&C
Rehabilitation and return to work	<ul style="list-style-type: none"> • Policy • Height or alternative duties list 	<ul style="list-style-type: none"> • Process for rehabilitation and return to work
Information to workers on: <ul style="list-style-type: none"> • emergencies • hazards • personal protective equipment 	<ul style="list-style-type: none"> • Signage • Written instructions • Hazard control plans 	<ul style="list-style-type: none"> • Process to ensure staff receive appropriate information, and understand it
Training and supervision	<ul style="list-style-type: none"> • Training records to show competency • Induction checklists • Supervision records 	<ul style="list-style-type: none"> • Training plans • Supervision plans
Worker participation	<ul style="list-style-type: none"> • Health and safety meeting minutes 	<ul style="list-style-type: none"> • Process for elections of representatives • Involvement of representatives/committee

System	Form/Document	Procedure
		in health and safety matters
Emergency procedures	<ul style="list-style-type: none"> • Emergency plan • Evacuation drill • List of wardens • List of first aiders 	<ul style="list-style-type: none"> • Emergency training • Evacuations six monthly • Training of wardens and first aiders
Accident incident management	<ul style="list-style-type: none"> • Accident/incident report forms • Accident/incident investigation forms • Accident register 	<ul style="list-style-type: none"> • Process for staff to report accidents, investigations to occur and follow-up and feedback into hazard management undertaken
Contractor management	<ul style="list-style-type: none"> • Induction forms • Visitor sign-in book • Health and safety agreements 	<ul style="list-style-type: none"> • Process to ensure contractors have safety information about site and agree to perform work in a safe manner

KEY HEALTH AND SAFETY STAFF

Position	Name	
Health and Safety Officer	Brad Maxwell	027 614 5178
Health & Safety Rep	Colin Grant	021 998 194
Fire Wardens	Colin Grant	021 998 194
	Graham Allan	021 043 1923
First Aiders	Brad Maxwell	027 614 5178
	Wayne Stapley	027 417 1576
	Blair Minton	027 203 9767
	Graham Allan	021 043 1923
	Sheree Lapslie	027 229 4669
	Ronan Naicker	021 155 3248
	Sam Lapslie	027 259 5037
	Gary Ogilvie	022 324 7811
	Xavier Morin	021 173 5878
	Annalie Longo	021 049 6453
Colin van Gool	021 0851 5354	

1. PCBU COMMITMENT

Rationale

To provide guidance and an effective overview of the health and safety management programme and to engage with Mainland Football workers on health and safety issues.

Guiding Principles

1. Develop overarching policies and procedures.
2. Develop specific policies around identified significant hazards
3. Implement a performance review system that includes health and safety
4. Ensure job descriptions cover health and safety.

Implementation

PCBU commitment is an essential part of a well functioning health and safety programme.

It can be demonstrated by the policies outlined in the first section of this manual, especially the health and safety policy.

Other aspects of PCBU commitment are stated in the Health & Safety at Work Act 2015 that outlines the PCBU's duties. These are covered in the following health and safety systems.

Other ways to show commitment are:

- A senior manager being designated overall health and safety responsibility;
- Manager having health and safety responsibilities outlined in their job descriptions;
- Annual performance reviews measuring performance of health and safety responsibilities.

A strong rehabilitation and return to work programme for injured workers is also important. A policy for rehabilitation is in the first section of this manual.

Policies

- The Health and Safety Policy will be updated annually.
- All other health and safety policies and procedures will be reviewed annually.
- The 8 health and safety system elements will be reviewed to ensure systems are working, and will help determine whether procedures can be improved.

Performance Reviews

- Management positions are reviewed against the performance of designated health and safety responsibilities at the annual performance review.
- Worker positions are renewed against the performance of designated health and safety responsibilities at the annual performance review.

Job Descriptions and Pre-Employment Screening

- Job descriptions should include descriptions of major hazards that new staff will encounter and create.
- There will be a question in the application form about previous injuries or health conditions that may affect job performance, or be exacerbated by the work.
- Ensure applicants have a good understanding of the hazards associated with the position for which they are applying.

Policies

[Health and Safety Policy](#)

[Rehabilitation Policy](#)

[Driving and Vehicle Safety Policy](#)

[Smoking Policy](#)

[Working Alone Policy](#)

[Environmental Policy](#)

[Drug and Alcohol Policy](#)

2. PLANNING, REVIEWING AND EVALUATION

Rationale

To provide and implement an effective health and safety management programme.

Guiding Principles

Set in place review and evaluation processes to assess effectiveness of the health and safety programme

Implementation

Health and Safety Officer

- Six-monthly reporting.
- Develop annual objectives in conjunction with management.
- Annual self-assessment audit.
- Undertake review of systems and procedures to be tabled at Health and Safety Committee meeting.
- Review all elements of system, including policies and procedures.
- Review quarterly report.
- Develop a calendar of health and safety events.
- Health and Safety Officer contracted for annual full review of health and safety system.

Manager

- Undertake annual performance review with staff.
- Review job descriptions.
- Develop strategic approach to wellness and stress.

Forms

[Health and Safety Calendar of Events](#)

[Annual Health and Safety Objectives](#)

[Annual Health and Safety Review](#)

Detail of Implementation

Objectives

- Health and safety objectives will be formulated annually with management and the health and safety committee/representative. The objectives will be reviewed to assess progress.
- Objectives set should be "**SMART**":
Specific.
Measurable.
Achievable.
Realistic.
Time-bound.

Health and Safety Information

- The PCBU will keep up-to-date with current legislation, regulations and relevant current codes of practice and other health and safety standards relevant to the particular workplace.
- This can be undertaken by checking the WorkSafe NZ website every three months, or by an annual visit by an external health and safety consultant.

Monitoring Compliance of Health and Safety Procedures

Mainland Football must comply with the Health and Safety at Work Act 2015, and the Mainland Football Health and Safety Manual.

On an annual basis, the health and safety officer will undertake a review of Mainland Football's health and safety systems. The aim is to check health and safety performance, improve the health and safety system, and provide evidence of compliance.

This system has two elements:

- **Compliance reporting** (bottom up reporting).
- **Annual audit** of Mainland Football's Health and Safety Management Programme (top down reporting).

3. RISK ASSESSMENT

Rationale

Comply with the Health and Safety at Work Act 2015, and carry out appropriate risk assessments of hazards.

Guiding Principles

All hazards need to be reported to ensure that the PCBU is managing them correctly based on a clear process for effectively assessing the risk of each hazard.

A risk assessment is required when;

- a hazard has been identified that has potential to cause injury or illness
- workplaces changes may impact on the effectiveness of the control measures
- new or different risks are associated with a change in work systems or work location

A risk assessment is NOT required when;

- laws already set out how to control the relevant hazards or risks are as we are required to comply with the control methods
- a code of practice or other guidance sets out a relevant way of controlling a hazard or risk that applies to the relevant situation, and that guidance must be followed
- well-known and effective controls used in a particular industry are suited to the relevant circumstances of a particular workplace; these controls may be implemented

When considering the risk level of a hazard you must ensure that people are protected from harm, this includes but is not limited to:

- How likely harm is to occur
- What degree of harm the hazard or the risk might cause
- How much is known about the hazard or risk
- What options are available to eliminate or minimise the risk

Using the Risk Matrix below determine the level of risk for each and every hazard in the workplace.

SEVERITY

How bad could it be? What Harm will result from the hazard?

Look at the severity table and consider what number you would assign to the hazard?

1	2	3	4	5
MINOR	MODERATE	SERIOUS	MAJOR	CATASTROPHIC
<ul style="list-style-type: none"> Near Hit Incident Injury Requiring First Aid Only 	<ul style="list-style-type: none"> Medical Treatment Not Requiring Hospitalisation Restricted Work Duties For Less Than 28 Days 	<ul style="list-style-type: none"> Injury or Illness Requiring Hospitalisation For Less Than 48 Hours Restricted Work Duties Greater Than 28 Days Lost Time Injury with Lost Days Less Than 2 Weeks 	<ul style="list-style-type: none"> Permanent Disability Illness or Injury Requiring Hospitalisation Greater Than 48 Hours Amputation Lost Time Injury With Lost Days Greater Than 2 Weeks 	<ul style="list-style-type: none"> Single or Multiple Deaths

LIKELIHOOD

What is the likelihood of harm? What number would you attribute?

5	Almost Certain	<ul style="list-style-type: none">• Persons aware of frequent occurrences under similar conditions• Expected to occur at least once unless preventative action is taken
4	Likely	<ul style="list-style-type: none">• Persons are aware of infrequent occurrences under similar conditions• Expected to occur at some time under current risk control process• Estimate 50/50 change of occurrence under current conditions
3	Possible	<ul style="list-style-type: none">• Persons are aware of at least one occurrence under similar conditions• Lack of evidence to provide assurance of impossibility• Occurrence considered possible under current or slightly changed conditions
2	Unlikely	<ul style="list-style-type: none">• Not known to have occurred under similar conditions• Occurrence considered unlikely under current or slightly changed conditions
1	Remote	<ul style="list-style-type: none">• People are unaware of occurrences• Occurrences considered unlikely under significantly changed conditions• Possibility considered unlikely under significantly changed conditions

RISK FACTOR

To work out the risk factor multiply the severity level by likelihood level using the table below, this provides an indication to the level of risk and whether it is acceptable or further controls need to be implemented.

		1	2	3	4	5		
		MINOR	MODERATE	SERIOUS	MAJOR	CATASPHROPHIC	RISK RATING	RISK LEVEL
5	ALMOST CERTAIN	5	10	15	20	25	11-25	HIGH
4	LIKELY	4	8	12	16	20	4-10	MED
3	POSSIBLE	3	6	9	12	15	1-3	LOW
2	UNLIKELY	2	4	6	8	10		
1	REMOTE	1	2	3	4	5		

Risk Management

RISK LEVEL	MANAGEMENT MEASURE	RISK CRITERIA
HIGH	IMMEDIATE ACTION REQUIRED	Risk Rating 11-25 Unacceptable risk under existing circumstances. Requires immediate action to eliminate or minimise risk so far as is reasonably practicable. This can include stopping work immediately until the risk is brought down to an acceptable level.
MEDIUM	REVIEW, MANAGE RISKS AND MONITOR	Risk Rating 4-10 Risk must be reviewed and managed with new controls as existing controls are not managing the risk to an acceptable level.
LOW	ACCEPTABLE WITH CONTROLS	Risk Rating 1-3 Work can proceed with accepted control in place and monitored

Once the risk assessment has been completed, controls are to be applied and the risk and hazard managed.

4. HAZARD MANAGEMENT

Rationale

Comply with the Health and Safety at Work Act 2015, and actively identify and control hazards

Guiding Principles

Hazard management is one of the key elements in developing an effective health and safety system for a business. A system needs to be developed to identify all hazards that could harm staff and others, and then control measures need to be developed for each hazard. Once hazards are identified, it is much easier to develop a comprehensive plan for managing health and safety in our organisation.

To **manage** a hazard means to identify, record, assess, control, and monitor the hazard.

Figure 1 summarises the hazard management procedure.



Implementation of Policy

Manager

Six Monthly Hazard Checklist

- Undertake or delegate the Hazard Identification Checklist of the workplace..
- Any new hazards identified need to be discussed with staff and management to determine appropriate control measures.
- Once controls are developed and implemented, the hazard register needs to be updated.
- Initiate a hazard check on any new piece of equipment, process or re-organised work processes.

Hazard Register

- Ensure the hazard register is kept up to date.

Corrective Action Reports - Hazard Identification Forms

- To be completed by all members of staff for anything that requires action ie near miss, broken equipment, vehicle, ideas to improve safety.
- Completed form to be handed to Health & Safety Officer to be either dealt with by the health and safety committee or management.

Health Monitoring

- Arrange to have annual hearing tests for all staff who are exposed to excessive noise.

Staff

- Report any hazards using the hazard identification form and/or GOSH system and inform other staff.
- Fix any hazards that are within their control.
- Review the register every six months.
- Keep up to date with changes in the hazard register
- Participate in the six monthly hazard identification process.
- Keep up the daily workplace checks.

Forms

[Hazard Registers](#)

[OOS/DPI/ Prevention Guidelines](#)

[Hazard Identification Checklist](#)

[Corrective Action Report \(Hazard Report\)](#)

[Self-Report of Discomfort Form](#)

[Workplace and Vehicle Safety Checklist](#)

The Hazard Management Process

1. Identifying Hazards

What is a hazard?

A hazard can be described as:

- An activity, an arrangement, a circumstance, an event, an occurrence, a phenomenon, a process, a situation, a substance.

Any of these situations could arise outside of, or within the place of work. Basically a hazard is anything could cause harm to people, the environment, or the workplace, or could potentially cause harm.

The definition has been extended to include:

- a) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person;
- b) and without limitation, a situation described above, resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Who Identifies Hazards?

Hazard identification is a shared responsibility. Both the PCBU and workers need to work together to identify hazards.

Types of Hazards

Hazards are often broken down into the following categories: physical, chemical, biological, environmental, ergonomic, and psychosocial. Some psychosocial hazards are: risky and hazardous behaviour, stress, work overload, violence, bullying, and intimidation.

How to Identify Hazards

a) Physical Checks

Walk through the work environment and identify hazards in each area. Use the Monthly Safety Checklist as a prompt.

Use the five major hazard groupings and the five senses as a prompt.

b) Job Analysis

Job analysis is another way of identifying hazards. This involves analysing a job, or more precisely the tasks or steps involved in completing a piece of work and identify the hazards associated with each task.

Break the job down into individual specific tasks if possible.

c) Accident / Incident Investigation and Analysis

Another way of monitoring hazards is from investigating any accident or incident that occurs.

2. Recording Hazards

The Hazard Register is the official means of recording and monitoring hazards.

Once a hazard is identified it must be **recorded** and **assessed** to determine whether or not it is a significant hazard. All hazards, even minor ones, should be recorded on the hazard register.

3. Assessing Hazards

Once a hazard is identified and recorded, it needs to be assessed for:

- Whether it could cause serious harm, the potential seriousness of that harm and the likelihood of occurrence.
- Whether it is a significant hazard.
- Its risk rating and a prioritisation of how urgent the hazard is to fix.

Serious Harm

Any of the following conditions that amount to or result in permanent loss of bodily function, or temporary loss of bodily function:

- Respiratory disease.
- Noise-induced hearing loss.
- Neurological disease.
- Cancer.
- Dermatological disease.
- Communicable disease.
- Musculoskeletal disease.
- Illness caused by exposure to infected material.
- Decompression sickness.
- Poisoning.
- Vision impairment.
- Chemical or hot-metal burn of eye.
- Penetrating wound of the eye.
- Bone fracture.

- Laceration.
- Crushing.
- Amputation.
- Burns that require referral to medical clinic.
- Loss of consciousness, or acute illness that requires medical assistance, from absorption, inhalation, or ingestion of any substance
- Any harm that causes a person to be hospitalised for more than 48 hours or more within seven days of the harm's occurrence.

Significant Hazard

A significant hazard is a hazard that is an actual or potential cause, or source of:

- Serious harm; or
- Harm, the severity of which depends on the extent of exposure or repeated exposure; or
- Harm not detected until a significant time after the exposure (for example asbestosis). All significant hazards must be controlled and PCBUs need to find ways to minimising the risk to staff and others.

4. Control of Hazards

Eliminate, Minimise

The Health and Safety at Work Act outlines a methods of control over hazards.

These are: **Eliminate** the hazard, or
Minimise the hazard.

The primary outcome is to eliminate the hazard. This may not be possible, especially with some psycho-social hazards such as stress or assault.

Eliminating a hazard may not be possible because of "the cost that is grossly disproportionate to the risk". But cost alone cannot be a factor in whether you eliminate a hazard or minimise the hazard.

Minimisation

If you cannot eliminate a hazard, then you must minimise the effects of the hazard on staff by the following procedures:

- Protective clothing and equipment must be provided for staff to use in a hazardous environment. For staff going out onto client's sites, this includes hard hat, hearing protection, hi viz vest, safety shoes, and eye protection. Staff will be responsible for the storage of equipment and will tell the health and safety coordinator if something needs fixed or replaced.
- Regularly monitor staff's health (with their informed consent) if needed.

- Train staff in safe working procedures, especially when carrying out hazardous duties.
- Supervise staff and give them relevant information about hazards, and how to manage them.
- Signage can be used as a way of informing staff about hazards, eg dangerous situations, or the need to wear protective equipment.

Think about the three main ways of controlling hazards: engineering out the hazard; developing systems; or modifying and influencing behaviour.

5. Monitor the Hazard

To make sure the management of the hazard is working, the control measures need to be monitored. Monitoring should be undertaken on a regular basis, and will need to:

- Check that the selected control measure is in fact in place or has been implemented.
- Check that the selected control measure(s) is/are having the desired effect on the concerned hazard. This is particularly important where the control measure aims to minimise the impact of the hazard.

Health Monitoring

It is always useful to think about whether staff may need specific health monitoring as part of managing a hazard.

If a need has been established then:

- Identify what tests the staff will have e.g. taking blood, hearing tests, eye tests, lung function tests, etc.
- Staff must sign informed consent forms for health monitoring. These forms should be kept on the individual's personnel file.
- Have the test carried out by an appropriately trained and qualified professional.
- Advise the staff member of the results of the test.
- If test results are not optimal, specialist advice should be sought, and an action plan should be put in place to bring the staff member back to full health.

5. INFORMATION, TRAINING AND SUPERVISION

Rationale

The PCBU must provide information, training and supervision to ensure workers have the knowledge and experience to work safely; and to use plant, equipment and substances safely.

Guiding Principles

Staff need to understand the hazards they are exposed to, or can create; and know what control measures are used to minimise any associated risk. They must also be able to safely use equipment, machinery, tools, chemicals etc, and apply good work practices to anything else that could cause harm.

The organisation must also provide information about hazards and health and safety procedures to workers, visitors, and contractors.

Implementation

Health & Safety Officer

- Induct all new workers using the Health and Safety Induction form. This can be a shared responsibility with the office manager and the health and safety committee/ reps.
- Identify any health and safety training needs for new workers, and make recommendations.
- Update records of health and safety training that staff have attended.
- Keep a master copy of the health and safety training register.
- Disseminate any health and safety information.
- Identify what health and safety information needs to be provided to staff.
- Develop health and safety training plan for office.
- Arrange for job training and supervision of new workers.

Health and Safety Committee

- Highlight any health and safety training needs for staff in general to management.
- Disseminate any health and safety information.
- Analyse effectiveness of training programmes that Mainland Football has put in place.
- Identify what health and safety information needs to be provided to staff.

Staff

- Make recommendations around health and safety training issues.
- Analyse effectiveness of training programmes that have been put in place.
- Identify what health and safety information that needs to be provided to staff.

Forms

[New Worker Induction Checklist](#)

[Training Record/Plan](#)

- Induction Handbook

Procedures

Induct all workers and contractors

All staff (including part-time and casual) and contractors must receive appropriate health and safety induction training within 2 weeks of taking up the position.

Both the new staff member and the manager should sign the Health and Safety Induction Checklist as evidence that all relevant matters have been covered, including working offsite.

Assessment of Worker Training Needs

At commencement of employment, the manager will assess a new staff member's health and safety, and other training needs during the induction phase. The general manager will follow up with the new staff member's supervisor after one month to discuss further training needs.

At annual performance appraisal, the general manager will also discuss training needs, including health and safety training needs, with each staff member.

Key staff members may be trained as health and safety representatives if agreed to by management and staff.

Provide Appropriate Training

Training must be provided to address identified needs. The trainer needs to be someone who has the appropriate knowledge and skills, and the training is to be delivered in a manner that is understood by the staff member.

Specific training should be given in the proper use and care of personal protective equipment (PPE), where this must be worn. Particular attention should be given to the additional hazards created by the use of PPE.

Refresher training on high-risk health and safety areas such as OOS/DPI prevention should occur annually.

Worker competence and understanding of training will be assessed following any training. After any health and safety training that staff receive there should be some form of assessment to ensure workers have clearly understood the key messages. This could include either a written assessment, such as a test, or quiz, or an observational competency check of the trainee undertaking a relevant task, by a supervisor, trainer or another similarly qualified individual.

Any training undertaken will be recorded on the staff member's training record, and held on their personnel file.

External and Internal Trainers

All training on health and safety will be given by people who have received appropriate training and are designated as competent training deliverers. When training is sought by outside providers the training provider should supply a relevant curriculum vitae or appropriate referees to prove training capability.

If internal staff are used to provide health and safety training, a guideline will be developed to ensure the appropriate training is given.

A list of approved trainers will be maintained by the Health and Safety Officer.

Supervision

Each worker shall be supervised by their manager until such time as they demonstrate competence in health and safety behaviour and skills. The degree of supervision should be appropriate to the risk.

Staff need to be supervised when learning a new task, learning to operate machinery or equipment, or working with chemicals.

Information

Information Provided to Staff

Staff need to know:

- What to do if an emergency arises while at work, or while performing a hazardous work task.
- What hazards they can be exposed to at work, and the control measures for the hazards.

- What hazards they may create while at work.
- Where the personal protective equipment or safety equipment is stored and how to use it.
- Health and safety procedures and policies.
- How to access further health and safety information if needed.

The PCBU will ensure the above information is made available to workers. The PCBU will also make available relevant health and safety resource material, and will keep a list of organisations and website addresses where information can be obtained.

6. INCIDENT & EVENT MANAGEMENT SYSTEM

Rationale

To report and manage all incidents and events in the workplace.

Guiding Principles

- Incident and Event Reporting Process
- A process to investigate incident or event and make corrective actions
- A process to rehabilitate injured staff members back into the workplace

Implementation

Incident and Event Management

Manager

- Encourage any staff involved in an incident and event to fill out an accident report, regardless of the extent of any injury.
- Undertake an investigation if non-serious harm.
- Be involved in an investigation if serious harm.
- Arrange workplace assessments for staff reporting self-discomfort.
- Fill in accident report on GOSH.
- Collate and regularly review incident and event data.
- Report any notifiable incidents and events to Workplace by telephone within 24 hours, and in seven days by sending the prescribed form.
- Review incident and events reports and investigations.

Rehabilitation

Manager

- Arrange meeting of injured staff member, and direct manager to discuss rehabilitation plan.
- Make necessary changes in the workplace
- Supporting injured/ill staff member.
- Contact ACC case manager.
- Call injured/ill person every week.
- Keep the off-work person in touch with any changes in organisation, newsletters, information sent to staff.

Forms

[Register of Notifiable Incidents and Events](#)

[Incident & Event Investigation Form](#)

Reporting of Incidents or Events

All incidents and events need to be reported to the Health and Safety Officer and manager and an incident report form filled out.

Encourage staff to report incidents and event, even if no one got hurt or nothing was damaged. Incidents or Events can point to a potential hazards.

Keep all incident and even reports together in a register.

All notifiable incidents or events need to be reported to Worksafe NZ. Fill out the Notifiable Incident and Event Notification form and send it to Worksafe NZ. It is a breach of the act not to report a Notifiable Incident or Event

Provide injured workers with effective rehabilitation opportunities in conjunction with ACC.

Incident and Event Investigation

Investigate every reported incident and event to identify the primary and underlying causes, and determine whether the cause was from a significant hazard.

Who Should Investigate

- In Mainland Football, the Health and Safety Officer is the designated first contact person for incident and event notification and reporting, and should also be the key person in any investigation.
- The accident investigation report is a legal document and can be used in court if Worksafe NZ decides to prosecute. This is why it is important to get it right.
- Where an incident or event is fatal or nearly fatal, the Health and Safety Service of the Worksafe NZ should be contacted to check as to whether or not they wish to be involved in the accident investigation.
- If an incident or event involves a **fatality** or **serious harm**, leave the accident scene undisturbed until use of the scene is authorised by a Worksafe NZ Inspector.

Steps in Investigation

1. Respond to the emergency.
2. Gather the facts.
3. Analyse significant causes.
4. Implement control measures.
5. Review and follow-up.

1. Respond to the Emergency

One of the most critical actions is to prevent further harm occurring to the injured person and other staff. This may require:

- Switching off any machinery and making the area safe before approaching the victim.
- Administering any essential first aid.
- Requesting an ambulance or doctor.
- Avoid moving the injured person if seriously hurt.

Control of the scene of any accident will also be important to:

- Prevent anyone else from injuring themselves, and to
- Ensure that the scene is as undisturbed as possible to aid in investigating the accident.

2. Gather the Facts

- Interview the staff members involved.
- Interview witnesses of the accident (in privacy).
- Study the accident scene and describe how serious the injury could have been and the likelihood of the incident or event happening again.
- Describe how the accident occurred, including statements from witnesses, and if possible the injured person.
- Re-enact the incident or event with staff members who were present, or witnesses.
- Reconstruct the incident or event when the staff member cannot be interviewed and there are no witnesses.

When conducting an investigation the following principles should be kept in mind. Begin with an open mind:

- Make no assumptions or pre-judgements.
- Ask open-ended questions without suggesting any responses.
- Do not apportion blame, but stress the need to find the reasons for the incident or event, so a recurrence can be prevented.
- Focus on identifying any changes that may be required to the situation, rather than individual behaviour, to prevent the incident or event from recurring. Avoid discussions of patterns of behaviour, which will become emotive.
- An investigation may require photographs, sketches or another person's technical expertise before the final cause of an incident or

event can be determined, and adequate controls considered and chosen.

Overall, try to find out **how to keep it from happening again**.

3. Analyse Significant Causes

Establish the underlying causes of the incident or event, and whether or not it arose from a significant hazard.

It is important to analyse the significant causes of any incident or event objectively, and with full and accurate information. The staff member and witnesses should be asked for their assessment of the causes and hazards.

Discussion of causes should centre on changes to the situation rather than personal behaviour change.

Consideration should be given to:

- Equipment, material, etc.
- Work practices and procedures.
- The work environment.
- Health issues.

Any new significant hazards should be identified and appropriate control measures implemented, e.g. eliminate or minimise. Analyse if existing hazard control measures have been adequately implemented.

4. Implement Control Measures

Decide on the control measures to be implemented, and assign responsibility and dates for completion of these. This may include updating of the Hazard Register. List some recommendations in the summary.

At this stage the investigation report can be completed. It should summarise the key information obtained from the staff member and witnesses and indicate the results of the analysis of the significant causes of the incident or event. Remember to fill in the incident and event register and complete the necessary Worksafe NZ notification of Incident or Event form within seven days of the incident or event occurring.

Include a timetable for monitoring and review to ensure actions are completed and that they are effective.

5. Incident and Event Analysis

An Incident and Event analysis is carried out on a yearly basis by the Health and Safety Officer. This is to collate information received from the incident and event reports and incident and event investigation reports.

The analysis will identify:

- Types of Incidents & Events.
- Incident causes.
- Types of injuries received.
- Incident & Events outcomes.

Safe and Early Return to Work of Injured Staff

Effective rehabilitation reduces the length of time an injured person is off work. Rehabilitation will also bring the following advantages:

- Ensuring the worker's skills are not completely lost from the workplace.
- Reducing lost workdays.
- Allowing better work planning, as PCBU's have detailed knowledge of when their workers are likely to return to work.

Successful rehabilitation and implementing a successful return to work for workers after an accident requires cooperation and teamwork among the staff member, the PCBU and the ACC Case Coordinator.

Mainland Football will work with the staff member and the ACC Case Coordinator to develop a case management plan aimed at ensuring a safe and early return to work.

Mainland Football will locate and arrange employment appropriate to the capability of the staff member, which may be set out in a staff member's return-to-work plan, monitor their placement, and maintain bi-weekly contact with the staff member and ACC, as required.

Mainland Football will provide the staff member's GP with information about the job and what alternative duties are available, and will keep in close communication with the staff member, their GP and ACC.

7. WORKER PARTICIPATION

Rationale

Ensure all staff have an opportunity to effectively participate in health and safety.

Guiding Principles

1. Give staff an opportunity to be involved with health and safety systems, policies and procedures.
2. To develop a worker participation system.

Implementation

CEO

- Ensure health and safety is a standing agenda item at every business meeting.
- Run elections for health and safety representatives.
- If a staff member wishes to be a rep, arrange for their attendance at a two-day Approved Health and Safety Representative Training annually.
- Organise health and safety committee meetings.
- Consider a reward system for excellence and innovation in health and safety
- Reply to any requests or recommendations by the Health and Safety Representative in writing.

Health and Safety Officer

- Ensure health and safety is an agenda item and is discussed at staff meetings.
- Attend two-day Approved Health and Safety Representative Training annually.
- Ensure the role of the Health and Safety Committee is communicated to staff.
- Encourage and raise awareness of health and safety through recommendations and campaigns.

Mainland Football Standards

- All workers will have the opportunity to raise health and safety issues, and be part of the review of health and safety systems.
- A system will be developed to involve workers with hazard identification, assessment, control, accident investigation and emergency procedures, and any other health and safety issues.
- A health and safety committee will be formed. A management representative will be appointed to the committee, as well as an in-house health and safety administrator.
- Elections of health and safety representatives will be undertaken either annually or at agreed intervals.

- The elected health and safety representative needs to undertake an approved health and safety training course before he/she can issue hazard notices.

Procedures

- Specific procedures for worker involvement are set out in the Hazard Management System, and the Incident and Event Recording, Reporting and Investigation System in **Section Two – Operations Manual**.
- Encourage workers to raise health and safety issues.
- Encourage safe work practices by acknowledging safety contributions and acting on suggested improvements.
- Include health and safety on meeting agendas. Discuss health and safety with staff at least once a month.
- Health and safety performance and issues should be a regular agenda item for management and team meetings.
- Records should be kept to demonstrate worker involvement. Meeting minutes, office memos, newsletters, and diary notes may provide a useful record of worker involvement.

Right to refuse to carry out unsafe work (Section 83 HSW Act 2015)

All staff have the right to refuse to carry out unsafe work if the worker believes that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.

- (a) The worker must advise the PCBU as soon as practicable that they have ceased work.
- (b) The worker may continue to refuse to carry out work if the worker believes on **reasonable grounds** that carrying out the work would expose the worker or any other person to a serious risk to the worker's or other person's health or safety.
- (c) The worker, health and safety representative and PCBU must attempt to resolve the matter as soon as practicable.
- (d) A worker is not authorized to refuse to do work that, because of its nature, inherently or usually carries an understood risk to the worker's health and safety, unless that risk has materially increased beyond the understood risk.
- (e) A health and safety representative must not give a direction under section 84 to cease work unless the representative has, a) completed training prescribed by or under regulations; or b) previously completed that training when acting as a health and safety representative for another work group.
- (f) If a worker ceases work, the PCBU may direct the worker to carry out alternative work at the same or another workplace if that work is safe and appropriate for the worker to carry out until the worker can resume normal duties.

Issuing Provisional Improvement Notices (Section 69 HSW Act 2015)

A Provisional Improvement Notice (PIN) may be issued by a trained health and safety representative (Section 70 HSW ACT) in the following circumstances.

- (a) When health and safety representative reasonably believes that a person is contravening, or is likely to contravene a provision of the HSW Act or regulations
- (b) The health and safety representative must first consult with the person.
- (c) Provide a copy of the PIN to the PCBU of the work group as soon as practicable.
- (d) The PIN may include recommendations relating to the measures to be taken to remedy the contravention or prevent the likely contravention, or the things or activities causing the contravention, or likely to cause a contravention, to which the notice relates.
- (e) The PIN must be in writing and comply with Section 71(2) of the HSW Act.
- (f) The health and safety representative may ask the regulator to appoint an inspector to review the notice (Section 79 HSW Act).
- (g) The appointed inspector must make a decision after reviewing the PIN under Section 81 HSW Act.

8. EMERGENCY MANAGEMENT SYSTEM

Rationale

To have in place emergency plans for all anticipated emergencies

Guiding Principles

1. To have effective emergency plans to protect workers, contractors and visitors.
2. All workers understand roles and responsibilities in the event of an emergency.
3. Assess and develop controls for the hazards that could result in a major emergency situation.

Typical emergency situations for which preparedness plans should be carried out include:

- Fire.
- Earthquake.
- Bomb Threat.
- Flood.
- Tsunami.

Implementation

Staff Emergency Management Representative

- Fill out Evacuation and Emergency Preparedness Plan for office, or delegate this responsibility.
- Keep this document updated.
- Check first aid kits every term.
- Order first aid supplies every term.
- Ensure all required Civil Defence equipment and supplies is on site.
- All emergency equipment is on site and in good working order.
- Ensure that staff understand their duties in the emergency plan.
- Liaise with the school's staff member responsible for evacuation drills.
- Check the evacuation scheme and emergency procedures annually.

Manager

- Appoint Fire Wardens and replace those who leave.
- Arrange for training of new Wardens.
- Ensure that there are at least two trained first aiders.
- Replace leaving first aiders.
- Allow first aiders to attend training and refreshers.
- Ensure all required Civil Defence equipment is on site.
- All emergency equipment is on site and in good working order.
- Ensure that staff understand their duties in the emergency plan.

- Liaise with the building's Fire Warden to arrange drills and planned evacuations.
- Check the evacuation scheme and emergency procedures annually.

Forms

[Emergency Procedures and Evacuation Plan](#)

[Checklists and Other Information](#)

[Contact List for Expert Health and Safety Advice](#)

General Emergency Planning

Consult with the building owners and staff in the development and maintenance of a comprehensive emergency plan for your premises. This plan will outline potential types of emergencies for which preparedness plans are required.

Ensure training drills are conducted at least every six months, in consultation with the Building Property Manager, to test the operation of the fire evacuation plan.

All fire drills must be documented and commented on by the fire warden and staff, in consultation with the Building Property Manager, immediately after completion, to improve the plan's effectiveness.

Effective contact with other concerned parties will be maintained to improve emergency response (eg the New Zealand Fire Service, other building occupiers).

First Aid Kits

Each premises or site must be provided with a first aid kit of adequate standard. In addition:

- The first aid kit should be fully stocked, and known to and accessible to all members of staff.
- Staff should be encouraged to carry sufficient supplies of their own medication.
- First aid supplies should be checked regularly and replenished at least every term.

Trained First Aiders

There will be at least one trained first aider at each work site, and first aid training will be updated every two years.

Wardens

- Appoint fire and evacuation wardens for the building.
- Make sure wardens and key staff know how to use fire extinguishers.
- Install smoke detectors if there is not a sprinkler system in the building.

Basic Emergency Response Plans

The basic emergency response procedures for [company address] are in the emergency response plan in **Section One – Policies, Operating Documents and Emergency Procedures, page 99**. These are meant to provide a starting point.

9. CONTRACTOR AND VISITOR HEALTH AND SAFETY MANAGEMENT

Rationale

Ensure the safety of staff, contractors and visitors on site.

Guiding Principles

1. Ensuring contractors will work in a safe manner and not endanger, staff or themselves and their workers.
2. Provide contractors with information about hazards and health and safety systems on the site.

Implementation

Manager

- Keep a list of contractors who come on site
- Send out Acknowledgement of Health and Safety Obligations to new contractors.
- Monitor new contracts – are consistent with the procedure.
- Arrange to induct new contractors.
- Assess each contractor's performance yearly.
- Actively monitor and evaluate performance of contractors using the **Contractors' Review Schedule** Form and **Post-Contract Evaluation** Form.
- Monitor each contractor's performance yearly

Forms

[Contractor Management Pack](#)

[Form One: Contractor Health and Safety Checklist](#)

[Form Two: Contractors' Health and Safety Induction Handout](#)

[Form Three: Acknowledgement of Health and Safety Obligations](#)

[Form Four: Contractor/Subcontractor Selection Criteria Checklist](#)

[Form Five: Contractors' Review Schedule](#)

[Form Six: Post-Contract Health and Safety Performance Evaluation](#)

Standards

It is essential to have clear policies and procedures for dealing with the health and safety issues associated with contractors. Key areas to be addressed are:

- The contractor, when in control of a place of work, must ensure that all practicable steps are taken to ensure that people in the vicinity of the place of work are not harmed by any hazard.
- Mainland Football will make available to the contractor a list of identified hazards that pertain to the place of work where the contractor will be working.
- The contractor will inform Mainland Football of any likely hazards that the contractor could create, and demonstrate that an appropriate hazard management system is in place.
- Any potentially hazardous activities are to be carried out at a time that will least affect the staff of Mainland Football.
- The contractor will record all incidents and events that are caused by the contractor, and will advise Mainland Football in all cases. The contractor will also advise the Department of Labour of any accidents causing serious harm.
- The contractor must make him/herself aware of the current emergency procedures that are in place for the place of work.
- The contractor also undertakes to use appropriate signs to warn people of hazards and provide the necessary personal protective equipment for members of his/her own staff.

Induction of Contractors

All new contractors working for Mainland Football should receive an induction and orientation to the onsite health and safety procedures, by a person responsible for that contractor and be informed of:

- All hazards they may be exposed to on the site.
- Emergency procedures.
- Incident and Event reporting procedures.
- Hazard identification procedures.
- Contractor responsibilities.
- Personal protective equipment requirements.

Contractor Contract and Questionnaire

Ensure the contractor questionnaire and contract is completed by any contractor who works at Mainland Football's premises. A copy of the signed agreement should be kept together with the questionnaire and the contract documents.

The information will then be used to assess whether the Contractor is able to comply with the provisions of the Health and Safety at Work Act 2015.

Monitoring Contractors' Health and Safety Performance

Where a contractor has a contract that involves working with staff of Mainland Football, there needs to be a review of health and safety performance at appropriate intervals during the contract. The review timing will depend upon the following:

1. The duration of the contract.
2. The complexity of the contract.
3. The risks involved in carrying out the contract.
4. The nature of the hazards generated by the contractor.

The monitoring process will be set out at appropriate intervals during the contract.

A health and safety monitoring meeting, including minutes, will be held with the contractor and the Mainland Football project/contract coordinator, and will cover:

1. Scheduled joint hazard inspections
2. Hazards generated by the contractor.
3. Controls for these hazards.
4. Any accidents or incidents occurring.
5. Any complaints by either party involving health and safety.

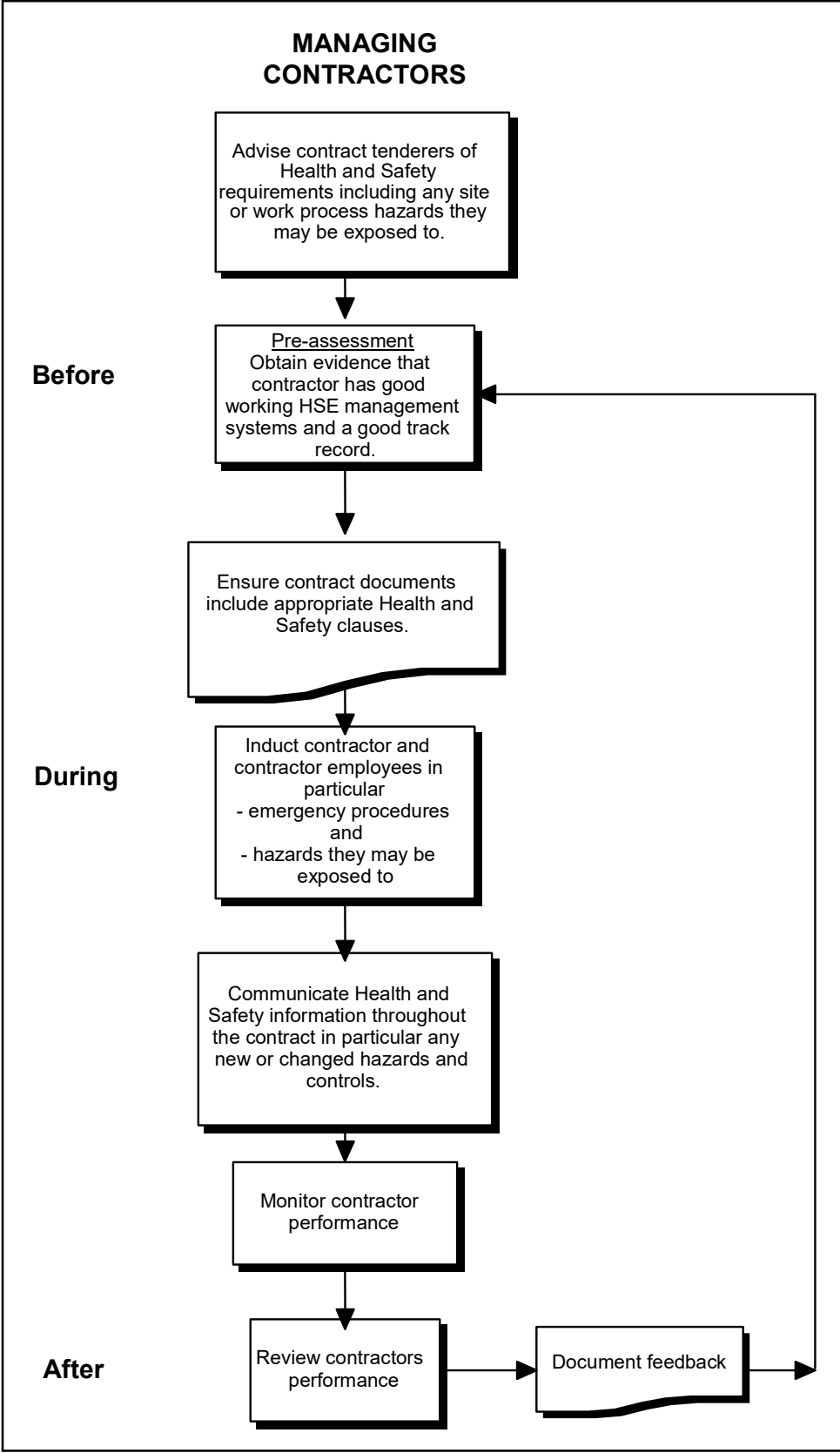
Post Contract Evaluation

A post contract evaluation meeting will take place with the Contractor and the project/contract coordinator. This meeting will cover all aspects of the contract and the meeting will be recorded.

Visitors

PCBUs need to have a process in place to protect visitors from harm. Visitors to Mainland Football will require no special process other than being made aware of any extraordinary situations (for example wet floor), and all other essential safety and emergency information (for example evacuation procedure).

Visitors may need to sign a visitors register and be explained the emergency procedures.



Health and Safety Calendar of Events (Example)

Objective	Action	Responsibility	When	Who initiates
PCBU Commitment	Review policies annually			
Review, Plan and Evaluate	Annual review of systems			
	Annual review of objectives			
Hazard Management/ Hazard Identification	Hazard identification process using Six Monthly Hazard checklist			
Hazard Register	Review the register every six months			
Induction	Induct all new staff members			
Induction Handbook	Reviewed annually Kept up to date			
Health and Safety Meetings	Review all incidents and events, Rehabilitation Hazard reports Emergency drills Contractor management			
Emergency Management	Review emergency plan Run Evacuation			
Contractor Management	Induction Annual review Maintenance of preferred supplier list			

Annual Health and Safety Objectives

Objectives	Proposed Completion Date	Date Completed
Ensure health and safety system is compliant with New Zealand legislation and best practice		
Apply for ACC WSMP Audit at Primary level		
Health and safety policy accepted as part of office procedures		
Staff trained in procedures		
Health and Safety committee meetings every two months (all staff now inducted)		
Reduction in the total number of hazards		
Increase reporting of incidents and events		

Health and Safety Policy

Mainland Football is committed to –

- Ensuring continuous improvement and high standards of health and safety in the workplace for all staff, contractors and visitors.
- Creating a healthy and safe environment for all staff, visitors and contractors.
- Complying with all relevant legislation, regulations, codes of practice and safe operating procedures and ensuring all our staff are safe at work.

Health and Safety is a shared responsibility of Mainland Football, Mainland Football workers, contractors, and clients.

Mainland Football is committed to and responsible for:

- Encouraging staff and contractors to participate in identifying hazards and developing and maintaining appropriate safety procedures.
- Having an worker participation system that involves staff in a health and safety forum, and allows for health and safety representation.
- Promoting health and safety in the workplace by providing workers with information and training in health and safety, first aid; and on actual and potential hazards.
- Actively working to reduce, and where possible prevent, incidents and events that occur in the workplace.
- Developing management systems which ensure that effective health and safety procedures are in place and are operating correctly.
- Ensuring incidents and events are accurately reported and recorded.
- Supporting the safe and appropriate early return to work of any injured workers.
- Ensuring that managers and senior staff have a leading role in the management of health and safety, and that managers and senior staff are able to demonstrate a level of competence in health and safety management.

Mainland Football's workers are responsible for:

- Going about their working routine in a safe and healthy manner and ensuring that their actions, or any lack of action, does not harm anyone including themselves.
- Attending all necessary training and seminars as requested by Mainland Football.
- Making themselves aware of the emergency procedures of their own workplace, and any other workplace that they are working in.
- Identifying and reporting all hazards in the workplace.
- Following instructions regarding hazards and reporting any unsafe conditions in the workplace immediately to their manager.
- Reporting incidents and events immediately to the Health and Safety Officer.

Rehabilitation Policy

Purpose

The purpose of the policy is to facilitate the return of Mainland Football workers who have been disabled by illness or injury, to their previous level of function as soon as possible and wherever practicable.

Rehabilitation is the process of activities and interventions that assist individuals to return to previous or optimal levels of function and independence. Effective rehabilitation reduces the impact of the injury or illness on the worker's life, and reduces the social and economic cost of the injury or illness.

Mainland Football is committed to achieving the best possible rehabilitation of injured or ill staff by actively supporting and participating in their rehabilitation programmes.

Scope

This policy applies to all paid workers of Mainland Football, and covers rehabilitation requirements of both work and non-work injuries, and workers recovering from illness resulting in incapacity or disability.

The Policy

- Mainland Football is committed to high standards of injury management. Management will liaise with ACC or any health provider working with the injured or ill person.
- Workers will be required to demonstrate a personal commitment to their own health and safety, and to be committed to participate in the planning and achievement of their rehabilitation objectives.
- Procedures are in place to ensure prevention of injuries, and early intervention to minimise the potential for disability or incapacity.
- Any assessment of workplace conditions and requirements will be prompt, along with any new implementation required for workers who have a capacity to return to appropriate work.
- Mainland Football will contact the off-work staff member once a week by telephone, and ensure they receive any staff communications.

Reference to Relevant Legislation and Documentation

This policy shall be administered in accordance with the following:

- Injury Prevention Rehabilitation and Compensation Act 2001 (ACC).
- Health and Safety at Work Act 2015.

Driving and Vehicle Safety Policy

Mainland Football is committed to promoting a safe driving culture within its organisation that will minimise the number of workplace vehicle accidents and increase the organisation's overall safety.

Code of Conduct

Mainland Football's Code of Conduct requires staff to comply with traffic legislation, be conscious of road safety and demonstrate good driving while using a Mainland Football vehicle.

The safe operation of Mainland Football's company vehicles is the prime responsibility of the driver. It is also Mainland Football's commitment to ensure that continuous compliance is maintained for all relevant laws, regulations and risks.

The following actions in Mainland Football vehicles will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving, including prescription drugs.
- Driving while disqualified.
- Failing to stop after a crash.
- Demerit points suspension.
- Any actions that warrant suspension of a licence, including dangerous or reckless driving.
- Any actions that result in the confiscation and/or impoundment of a Mainland Football vehicle.

Responsibilities as a worker

Drivers of federation vehicles will:

- Familiarise themselves with the Mainland Football vehicle policy.
- Ensure they hold a current driver licence for the class of vehicle they are driving.
- Check for current WOF Registration & Road User Chagres are in credit. Advise Manager if expiry dates are near.
- Immediately notify their manager if their driver licence has been suspended or cancelled, or has had limitations placed upon them. Comply with Mainland Football's Drug and Alcohol Policy, including the use of prescription drugs which could impair performance.
- Ensure they are medically fit to drive the required class of vehicle.
- Be responsible and accountable for their actions when operating Mainland Football vehicles.
- Display the highest level of professional conduct when driving motor vehicles.

- Ensure that the vehicle is kept clean and tidy as often as possible.
- Assess hazards while driving and anticipate 'what if' scenarios.
- Drive within the legal speed limits, including driving for the conditions.
- Check the Vehicle First Aid Kit is current and well supplied
- Wear a safety belt at all times.
- Report all vehicle defects and damage to a manager as soon as is practicable.
- Comply with traffic legislation when driving a Mainland Football vehicle.
- Regularly check the oil, radiator and battery levels; and tyre pressure of federation vehicles they regularly use.
- Ensure that the vehicle is regularly serviced as required.
- Report any near hits, crashes and scrapes to their manager, including those that do not result in injury.
- Follow the crash procedures outlined in this policy.
- Ensure that the vehicle is not driven by anyone other than a Mainland Football worker, and that the vehicle is not driven by anyone under the age of 25 years, unless specifically authorised by a Manager.
- Report any hazards or potential hazards that come to their attention.
- Regularly use the vehicle safety checklist and ensure all emergency equipment is in place and up to date.

In addition it is recommended that all drivers:

- Take regular and adequate rest breaks every two hours when driving long distance.
- Stop when tired.
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.
- Stay overnight if driving time and non-driving duties exceed 11 hours in one day.

Responsibilities as a PCBU

Mainland Football will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

Vehicles

- Mainland Football will take all practicable steps to ensure the safety of its vehicles by:
- Maintaining all federation vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants and other road users.
- Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
- Carrying out a full service on all vehicles as required, or according to manufacturer's recommendations for new vehicles;
 - Setting up procedures where the workers check the vehicle's oil, water, tyre pressure and general cleanliness on a regular basis;
 - Current WOF, Registration & Road User Charges (if applicable)

Collation of Accident and Incident Statistics

- Collecting and collating statistics on incidents, crashes and their causes.
Other costs, e.g. down time, ACC, temporary workers, lost productivity, etc.

Data on incidents and accidents will be collated by the Office Manager, and investigations of incidents and accidents will be undertaken by the Health and Safety Officer.

Monitoring

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- Requiring staff to take adequate rest breaks and not to exceed 11 hours driving every 24 hours.
- Ensuring a copy of the worker's driver's licence is recorded at commencement of employment and regular checks are maintained that the worker still holds the required endorsements.

Training

Identifying driver training needs and arranging appropriate training or retraining when appropriate, including:

- Providing a thorough induction to the company's road safety policies and procedures;
- Ascertaining a new worker's driver's licence status and current level of skill, and providing appropriate supervision and/or training if it is deemed necessary;
- Providing advanced driver training or specific practical training as required and identified;
- Providing regular staff seminars or refresher meetings on using safety belts, combating fatigue, driver responsibility, and drink-driving;

Encouraging Safe Behaviour

Encouraging safe driving behaviour by:

- Not paying staff speeding or other infringement fines;
- Discouraging the use of cell phones while driving;
- Providing taxis and encouraging the use of designated drivers to and from identified work social events;
- Providing food and non-alcoholic drinks at work functions;
- Encouraging the use of taxis and buses whenever necessary;
- Subscribing to Driver Check to ensure that all new staff are licensed, and the PCBU is informed if existing staff become unlicensed or if their driver's licence status changes.

Instructions for Cell Phone Use

Under no circumstances should you make or receive a phone call using a cell phone that does not have a hands free kit.

What to do if there is a crash or an emergency in a work vehicle.

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

Ensure your own safety first.

Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s).
- Name and address of the other vehicle owner(s) and driver(s).
- Name and address of any witness's.
- Name of insurer(s).

Give the following information:

- Your name and address and federation details.
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries.
- If there is a disagreement over the cause of the crash.
- If you damage property other than your own.

Follow-up:

- If there is an injury, or major damage, report the crash to your manager as soon as you can. Otherwise report the crash within 48 hours.

How the Success of the Policy Will Be Measured

Success will be measured by the increase or decrease in:

- The number of crashes in which a Mainland Football vehicle is involved.
- The number of at-fault crashes involving Mainland Football vehicles.
- The other financial costs associated with vehicle use.
- The average cost of ACC work-related compensation claims.
- The Health and Safety Committee will review the policy and all statistics annually.

Smoke Free Policy

Policy Procedures

- Mainland Football recognises that smoking is dangerous to health and actively discourages the practise.
- Mainland Football intend that workers who do not smoke shall so far as is reasonably practicable be protected from tobacco smoke in the workplace.

Policy Provisions

- All office spaces and toilet areas including on site facilities will be smoke free.
- Smoking is not permitted in outside areas.
- All Federation vehicles are smoke free.

Complaints Procedure

Should any worker; either smoker or non-smoker, believe that the policy is not being adhered to, they should initially discuss the situation with their manager. Should the manager be unable to resolve the issue, it will be referred to the CEO who after hearing informal submissions from the affected parties, will rule in terms of the above policy and the Smoke Free Environments Act 1990.

Working Alone Policy

Mainland Football is committed to ensuring the safety of its workers while any staff member is in a position where he/she must work alone.

Managers are responsible for:

- Ensuring they know what areas the staff will be working in on specific days, and when working at night and/or outside normal working hours.
- Having a system in place so that workers can easily contact the office or manager.
- Developing, discussing and implementing a clear method of alerting that they need urgent assistance.
- Undertaking regular audits of significant hazards and putting in place effective control measures.
- Ensuring staff members are not undertaking hazardous work when working alone; and if hazardous work is to be undertaken, it may be necessary to assign another staff member to assist with this work.
- Ensuring the security of Mainland Football's building and offices.
- Ensuring the security of staff who are working in the Mainland Football building.
- Ensuring that there is a system in place for regularly updating next-of-kin details etc.

Workers are responsible for:

- Following Mainland Football's protocols for working alone.
- Asking for help if there are any concerns about their personal safety.
- Alerting management to any significant hazard that could cause harm to a solo worker.
- Familiarising him/herself with the relevant emergency procedures of the site he/she is working from, or the organisation he/she is assisting.
- Ensuring that all contact details (address, home phone number etc) and next-of-kin details are updated as soon as they change.

Environmental Policy

Mainland Football will actively apply the concepts of sustainability and environmental awareness of the local and global environment. Mainland Football is fully committed to causing no damage to the environment, ensuring that everything they do takes into consideration what impact it will have on the environment. Where there is a less harmful operation to air, water or land, this is the action to be followed.

Commitment to this environmental policy will be met by demonstrating leadership in applying environmentally responsible practices for the purposes of sustainability.

2. Organisational Scope:

This policy applies to all Mainland Football workers, managers and contractors.

3. Definitions:

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Environment:

Ecosystems and their constituent parts, including;

- (a) People and communities; and
- (b) All natural and physical resources; and
- (c) Amenity values; and
- (e) The social, economic, aesthetic, and cultural conditions

which affect or are affected by the matters stated in paragraphs (a) to (c) of this definition (Resource Management Act 1991)

Sustainability

Sustainability integrates the concern for social, economic and environmental issues, and involves thinking broadly about objectives, considering long term as well as short term effects, assessing indirect as well as direct effects, and taking extra care when changes brought about by development might be irreversible.

Environmental

The impact of an organisation in environmental terms such as:

Footprint: resource use, waste generation and physical environmental changes.

Kaitiakitanga: The exercise of guardianship by the tangata whenua of an area in accordance with tikanga Māori in relation to natural and physical resources; and includes the ethic of stewardship (Resource Management Act 1991)

4. Overarching Principle /Values

Mainland Football recognises its responsibilities to manage the nature and scale of environmental impacts of its activities, products or services. These responsibilities are recognised in the following principles:

- (a) A commitment to the principles and implementation of sustainability and environmental awareness.
- (b) A commitment to implementing sustainable and environmentally sound business practices.
- (c) A commitment to organisational and personal ownership of this environmental policy
- (d) A commitment to ensuring that the Mainland Football's environmental 'footprint' is managed.
- (e) A commitment to providing community leadership and environmental awareness.

Objectives

All objectives will be reviewed annually and linked into current work with clients and to client values and specific needs. This will be undertaken at the annual review of the health and safety system.

Environmental Management

This environmental policy promotes a clean, safe and healthy environment for members of Mainland Football and wider community. Mainland Football is committed to exceeding minimum environmental standards where practicable and within the organisation's financial constraints. The commitment to environmental responsibility involves concerns for both natural and developed environments, and for the effective and economically and environmentally efficient use of resources.

Environmental management includes consideration of amenity values and the enhancement of natural areas. When modifying the natural or developed environment Mainland Football should have particular regard to the key urban design qualities listed in the New Zealand Urban Design Protocol.

The Natural Environment

Mainland Football will:

- (a) Aim to exceed environmental standards set by local, regional and central government including any relevant legislation or regulation and any other requirements to which the organisation subscribes;
- (b) Maintain natural areas and consider opportunities for enhancing these areas;
- (c) Manage the organisation's natural and physical resources in an environmentally responsible and sustainable manner.

The Developed Environment

Mainland Football will:

- (a) Enhance the amenity values and natural character of the organisation with reference to the key urban design qualities listed within the New Zealand Urban Design Protocol;
- (b) Encourage the use of environmentally responsible transportation modes such as public transport, clean fuel vehicles, cycling, or walking.
- (c) Manage its vehicle fleet to reduce fossil fuel use.

Use and Reuse of Natural Resources

Mainland Football will:

- (a) Actively manage the use of energy and utilities (e.g. gas, electricity, water) in order to achieve a reduced level of user demand and more efficient usage of available resources.
- (b) Reduce waste by avoidance, recycling, reduction and reuse or efficiently using finite resources where alternatives are not available.
- (c) Commit to the procurement and use of sustainable and environmentally friendly resources within the organisation's financial constraints and where opportunities are available.
- (d) Commit to environmentally aware design and passive engineering solutions, within the organisation's financial constraints and where opportunities are available.
- (e) Manage the disposal of consumable resources with environmental sensitivity.

Environmental Emergency Response

- (a) Mainland Football's emergency response planning will address pollution response.
- (b) The emergency response shall consider the environmental effects of proposed responses and minimise those effects, provided that such minimisation does not compromise the effectiveness of the response.

Community Leadership

Mainland Football will demonstrate leadership in the promotion of environmental awareness and best practice in the wider community issues.

Implementation and Review

Senior Management of Mainland Football will review this policy annually and will also review the organisation's progress in achieving the objectives of the policy.

5. References:

Resource Management Act (1991)

Drug and Alcohol Policy

Mainland Football has an obligation under the Health and Safety at Work Act 2015 to provide a safe and healthy working environment.

Management recognises that alcohol and other drug dependencies are diseases which when brought into the workplace can expose workers to additional and unnecessary risk of harm. In addition, this organisation also recognises the requirements of our clients in relation to Drugs and Alcohol if those requirements differ from those stated in this policy.

In addition:

We aim to provide a healthy and safe working environment by providing staff, managers and contractors with a drug and alcohol policy that focuses on training, rehabilitation and support.

The drug and alcohol policy applies to both illicit drugs, prescription drugs, or any other drugs which may affect the ability of an worker to perform their required duties and work in a safe manner.

It is Mainland Football's policy that:

- Workers and contractors must familiarise themselves with any client-specific alcohol and drug policies before visiting site.
- The workplace is free from the adverse effects of drugs and alcohol misuse and abuse.
- Workers understand that prescription drugs can also affect their ability to perform their required tasks.
- Workers, contractors and workers of contractors must not provide an unacceptable risk through misuse or abuse of performance impairing substances (both illicit and prescription medicines) and are expected to report for work in a condition to perform their duties in a safe, productive and healthy manner which does not endanger themselves, other workers or the public.
- Involvement with drugs and/or alcohol, which results in unacceptable risk while at work, is serious misconduct, which will result in disciplinary action including dismissal.
- Unlawful manufacture, distribution, dispensing, possession or use of controlled substances by an worker does not occur in the workplace, and is regarded as serious misconduct, which will result in disciplinary action including dismissal.
- Staff are encouraged to report to a Mainland Football manager any instances where they believe a work colleague or contractor may be impaired through drugs or alcohol.
- Managers are expected to act on any reports of impairment because of alcohol or drugs. They are also encouraged to act where they may suspect an worker is impaired through the use of drugs or alcohol.

Assistance/Rehabilitation

- Mainland Football recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it.
- The Federation also recognizes that dependency on alcohol and/or drugs can be successfully treated, and encourages staff members with drug or alcohol dependencies to assume ownership of gaining control over their dependency.
- Staff members are expected to recognize that problems related to drug or alcohol use or dependency are not an excuse for poor or unsafe performance.
- Staff members who suspect they have a substance dependency or emerging drug or alcohol problem are expected to seek advice and to follow appropriate treatment promptly.
- Full participation in appropriate treatment programs is expected and the staff member will be accommodated by being provided with modified duties if required, assigned to alternate duties where possible, or placed on the appropriate leave. Participation in appropriate treatment programs does not remove the requirement to regain satisfactory performance.
- Staff members who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

Roles and Responsibilities

- It is the responsibility of all managers to identify a situation in which they have concerns about an individual's immediate ability to perform their job, and take appropriate steps.
 - Where necessary, they will remove any staff member who is suspected of violating the provisions of this policy from federation premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.
 - The following requirements are meant to provide you with guidance on how to administer this policy; however, not every situation can be predicted.
1. If a staff member, visitor or contractor arrives at the workplace, (on federation property) and you have reasonable cause to suspect that the staff member, visitor or contractor is under the influence of alcohol or drugs, the manager shall immediately remove him/her from the work environment. In the event you have any doubt as to whether the staff member is, or is not impaired you should err on the side of caution and remove him/her from the work environment.
 2. Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the team member's responsibility to refuse the request and ask that the request be directed to another person if the team member is unfit due to the influence of alcohol or other drugs.
 3. Staff members who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to

their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on restrictions in performance of duties.

4. If a staff member or contractor believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their manager.
5. In support of those who may have developed or are developing the disease of chemical dependence, all workers and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

Testing

Testing for the presence of drugs and/or alcohol may be conducted:

- if there is reasonable cause to suspect an worker's fitness for work is affected by the consumption of alcohol or drugs;
- following an accident, or following an incident where there was potential for major harm or loss;

Standards

Urine specimen collection and alcohol testing will only be carried out by appropriately trained personnel. Urine testing for drugs will be carried out by a laboratory accredited to the Australian/ New Zealand Standard, AS/NZS 4308:2001 "Procedures for the Collection, detection and quantisation of drugs of abuse in urine" (or any updated versions).

A level of alcohol in an worker's system greater than that specified from time to time in Section 11 (a) of the Land Transport Act 1998 while involved in federation duties or on federation property is prohibited.

A level of an illegal drug, party drug or a prescribed drug present in an worker's system greater than the accepted international standard as defined by the Australian/New Zealand Standard AS/NZS 4308:2001 (or any updated versions) while involved in company duties or on company property is prohibited.

Procedures

If an worker is suspected of smelling of alcohol or drugs

If you have reasonable cause to believe that the staff member in question is impaired in ANY way by drugs or alcohol it is your duty report your suspicions to your manager.

As a manager you must send the staff member home notwithstanding the fact that you cannot prove with certainty that he/she is intoxicated. To do otherwise could endanger the safety of that staff member and/or others with whom he/she is working.

Assessing whether a staff member is intoxicated and his/her ability to work is impaired.

Mainland Football is aware that we are not doctors or specialists in assessing intoxication or impairment; however the following non-comprehensive list provides some direction as to likely indicators of impairment:

- Smell of alcohol or drugs on breath;
- Glassy eyes;
- Slurred speech;
- Unusually loud and/or argumentative;
- Unsteady gait or unusual body movements;
- Face abnormally flushed;
- Deterioration in job performance such as sporadic work pace, neglect of details,
- increase in mistakes, difficulty recalling instructions and/or
- Smell of cannabis in the air at a staff member's work location and/or discarded drugs,
- Evidence in the same area.

Steps to take when you smell alcohol or drugs on a staff member or a staff member is suspected of being at work in an intoxicated or impaired condition.

- After you smell or confirm physical and behavioural observations, approach the staff member with your suspicions;
- Have a witness with you for corroboration, but do not wait to take action if a witness is not readily available;
- Escort the staff member to a private location when confronting him/her and ask if he/she has had anything to drink (or is on, or has consumed drugs);
- If reasonable suspicions or signs of impairment (as per above) are confirmed, immediately remove the staff member from the workplace and make arrangements to have his/her functions covered off;
- Direct the team member to a manager and (after securing two other management representatives as a witness) question the staff member once again in the managers office;
- If, as result of such interview, you still have reasonable cause to believe that the staff member is impaired direct the team member to go home, pending further investigation.

Getting the impaired staff member home safely

- You must take all reasonable steps to ensure that the staff member does not drive.
- At a minimum, you should:
 - Call his/her home to have someone else drive him/her home (if someone is available);
 - If no one is available at home to drive the staff member home, advise the staff member that you will summon a taxi for him/her and the federation will pay for it.
 - Ask him/her to leave the keys to his/her car with you;
 - If he/she refuses all of the foregoing, then tell the staff member if he/she gets into his/her car you will be forced to call the police; and
 - If, notwithstanding the above, the staff member insists upon driving his/her own car, then you should take immediate steps to contact the police and inform them of the situation. Where possible you should advise the police of the impaired staff members' license plate number and the make and model of his/her vehicle, as well as their destination.
 - If the staff member refuses to leave the premises, the police must be called.

Investigation and Further Action

- The Chief Executive Officer in conjunction with the Health & Safety Officer's support at the first available opportunity will review the facts and circumstances surrounding the incident. If it is confirmed that the staff member's ability to work was impaired by reason of drugs or alcohol, then progressive disciplinary action will be taken up to and including termination, depending upon the circumstances (e.g., others; past disciplinary record; and reasons tendered (e.g. was on prescribed medication)).

Personal Protective Equipment Policy

1.0 Introduction

Personal protective equipment (PPE) comprises a range of clothing and equipment which is worn by workers, contractors or visitors as appropriate to protect or shield their bodies from workplace hazards.

Mainland Football acknowledges that as a requirement of The Health and Safety at Work Act 2015, the federation will provide, maintain and replace personal protective equipment for their workers. Mainland Football will also ensure PPE is adequately stored and kept up to date, and will continually strive to keep informed about new innovations in the field of PPE.

Mainland Football will work with its clients to establish their PPE requirements when visiting their sites.

In the hierarchy of controls (Elimination, Minimisation), personal protective equipment is considered the least satisfactory method in the prevention of work-related injury or illness and is only to be used when other measures are not feasible or cannot be implemented immediately. PPE should also be used however, to supplement or augment other means of hazard control, to further minimise the risk of injury.

Issues affecting use of PPE include discomfort and inconvenience, and inappropriate or poorly-maintained equipment. It is therefore vital that problems caused by inadequate selection, fit and maintenance do not undermine the effectiveness of the PPE.

2.0 Types of PPE

PPE can be considered in the following categories, based on the type of protection afforded by the equipment:

- 2.1 **Respiratory protection** – e.g. disposable, cartridge, air line, half or full face masks
- 2.2 **Eye protection** – e.g. spectacles/goggles, shields, visors
- 2.3 **Hearing Protection** – e.g. ear muffs and plugs
- 2.4 **Hand Protection** – e.g. gloves and barrier creams
- 2.5 **Foot protection** – e.g. shoes/boots
- 2.6 **Head Protection** – e.g. helmets, caps, hoods, hats
- 2.7 **Protection from falls** – e.g. harness and fall arrest devices
- 2.8 **Skin Protection** – e.g. hats, sunburn cream, long sleeved clothes
- 2.9 **Other personal protective equipment** – e.g. protective clothing for cryogenic work or environments with high temperatures.

2.10 **Football specific protective equipment** – e.g. shin guards, correct sports clothing, jackets.

3.0 Responsibilities for PPE

Management must ensure that:

- The needs for PPE are assessed by a person who is competent to judge whether other methods of risk control can offer better protection of safety and health than the provision of PPE.
- Professional advice is obtained, where necessary, to identify the most suitable types of PPE for the tasks to be carried out.
- Training is provided to supervisors and workers to enable them to ensure the proper selection, fit, use, cleaning and maintenance of PPE.
- Supervision and enforcement of the PPE policy is undertaken.
- Evaluation of the effectiveness of the PPE program is carried out on a regular basis.
- Suitable PPE is provided for visitors who may be exposed to hazards in the workplace. Equipment shall be properly cleaned before re-issue.
- All equipment shall comply with current relevant New Zealand Standards and should be stamped or labelled with an AS/NZS compliance marking. Existing PPE shall be re-assessed regularly to ensure compliance.

Use of PPE

- Workers must use the protective clothing or equipment in a manner in which he or she has been properly instructed to use it;
- Workers must not misuse or damage the clothing or equipment; and must notify their supervisor as soon as practicable after becoming aware of any damage to, malfunction of or need to clean or sterilize, the clothing or equipment.

4.0 Sources of More Detailed Information

- AS 1067.1 Sunglasses and fashion spectacles: Part 1 - Safety requirements
- AS 1067.2 Sunglasses and fashion spectacles: Part 2 - Performance requirements.
- AS/NZS 1269:1998 Occupational noise management
- AS/NZS 1270:1999 Acoustics - hearing protectors
- AS 1319: 1994 Safety signs for the occupational environment
- AS/NZS 1336: 1997 Recommended practices for occupational eye protection
- AS/NZS 1337: 1992 Eye protectors for industrial applications
- AS/NZS 1338 : 1992 Filters for eye protectors
- AS/NZS 1338.1: 1992 Filters for protection against radiation generated in welding and allied operations
- AS/NZS 1338.2: 1992 Filters for protection against ultraviolet radiation

- AS/NZS 1338.3: 1992 Filters for protection against infra-red radiation
- AS 1558 Protective clothing for welders (inc. Amendment 1)
- AS/NZS 1715 : 1994 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1716: 1994 Respiratory protective devices
- AS/NZS 1800:1998 Occupational protective helmets - Selection, care and use
- AS.NZS 1801: 1997 Occupational protective helmets (inc. Amendment 1)
- AS/NZS 1891.1:1995 Industrial fall arrest systems and devices –

Part 1: Safety belts and harnesses

- AS/NZS 1891.3 : 1997 Industrial fall arrest systems and devices –

Part 3: Fall-arrest devices

- AS/NZS 1891.4 : 2000 Industrial fall arrest systems and devices –

Part 4: Selection, use and maintenance

- AS/NZS 2161.1:2000 Occupational protective gloves - Part 1: Selection, use and maintenance.
- AS/NZS 2161.2:1998 Occupational protective gloves - Part 2: General requirements
- AS/NZS 2161.3:1998 Occupational protective gloves - Part 3 :Protection against mechanical risks
- AS/NZS 2161.4:1999 Occupational protective gloves - Part 4 :Protection against thermal risks (heat and fire)
- AS/NZS 2161.5:1998 Occupational protective gloves - Part 5 :Protection against cold
- AS/NZS 2161.7.1: 1998 Occupational protective gloves - Part 7.1 : Protection against cuts and stabs by hand knives – chainmail gloves and arm guards.
- AS/NZS 2210.1:1994 Occupational protective footwear – Part 1:Guide to selection, care and use.
- AS 2225 Insulating gloves for electrical purposes
- AS 2375 Guide to the selection, care and use of clothing for protection against heat and fire
- AS/NZS 2604:1998 Sunscreen products - Evaluation and classification
- AS 2865: 1995 Safe working in a confined space
- AS/NZS 4399:1996 Sun protective clothing - Evaluation and classification
- AS/NZS 4602:1999 High visibility safety garments

Fatigue Policy

The purpose of this Fatigue Policy is to recognise that there are work situations that may lead to worker fatigue. The following are guidelines for minimising the effects of working extended hours and for managing situations where fatigue may be an issue.

The potential impact of fatigue on businesses and workers is wide ranging. Extended working hours can lead to ill-health, stress and an increased potential for injury due to poor concentration.

Managers and Supervisors Responsibilities

- Monitor the work situation for early identification of fatigue indicators and to take action to manage the situation where fatigue becomes an issue in the workplace.
- Identify situations that may lead to worker fatigue and implement procedures for managing extended hours worked. Where necessary, assistance should be sought for situations which have become difficult to manage.

Worker Responsibilities

- Report situations where fatigue is becoming an issue.
- Follow procedures to reduce the effects of working extended hours.

It is the responsibility of health and safety personnel to provide education and training where required to assist managers, supervisors and workers to understand the issues related to working extended hours and assist managers to manage situations where fatigue has become an issue.

Situations where Fatigue may become an issue

Working extended hours is a major cause of fatigue in the workplace. This is especially the case when there may be staff shortages or there are deadlines for completing a job. Emergency call-out personnel and shift workers can be particularly prone to work fatigue.

The following situations should trigger an assessment of the work situation:

- Normal rostered breaks are not occurring
- Demands are consistently high over a period of time
- Workers are regularly required to work over 12 hours.

Considerations should include:

1. Number of consecutive days/shifts worked over the past 7-14 days
2. The number of hours' break the person had prior to commencing the current work load.
3. Number of times a person has been unable to take normal time off during the last 7-14 days.
4. Physical and mental demands of the tasks being undertaken.
5. Length of time required to complete the current job.
6. Staff holidays
7. Social/family issues.

Required Actions

Good management practice (for example, freely available information and education and roster organization) can help to prevent the occurrence of fatigue in the workplace.

Work involving situations likely to fatigue must be adequately supervised by a person who understands how to manage the issues and who is authorized to make the necessary decisions.

Where working extended hours is unavoidable, the work situation should be monitored to ensure workers are able to take their required work breaks and time off. The person in charge must continually assess the situation and the fitness of the workers to continue working. An extended hour's policy includes provision of food and beverages and consideration given to transport home at unsociable hours.

HAZARD & RISK REGISTER

(Example Only)

Hazard & Risk Registers (Example)

Workplace/Location: Sites

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Noise	Long term damage to hearing	Y	M	<ul style="list-style-type: none"> - When machines are being used that emit higher than 85db, hearing protection must be worn by the operator and anyone else in close proximity of the machine. - Hearing protection will be made available to all personnel who need to go into noisy environments. 		6 monthly
Energy sources	Electrocution	Y	M	<ul style="list-style-type: none"> - Only qualified electrical personnel to work on systems above 50v. - Electrical circuits to be tested to ensure isolation before any work starts. - Non-electrical trained personnel may work on equipment rated below 24v providing they have been trained in the use of volt tester. 		On going

Workplace/Location: General Worksites

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Electrical tools; including, but not limited to: – Electric drills – Impact or hammer drills – Cordless drills – Skilsaws – Portable lights	Injury Amputation Electric shock Burns Hearing damage Eye injury	Y	M	<ul style="list-style-type: none"> – Ensure all electrical tools and leads are regularly tested and certified as safe by a suitably qualified electrician. – The tool, its cable and its plug must be visually inspected for damage immediately prior to use. – Any faulty or defective tools are not to be used, and must be repaired as soon as possible. – Only suitably trained personnel are to use electrical tools. – Electrical tools must only be used for their intended purpose. – Hearing protection must be worn when drilling into metal, when using an impact or hammer drill on concrete, when using a skill saw; or any other occasion when the level of noise produced by the tool makes it difficult to hear a normal conversation. – Appropriate eye protection must be worn when using any electrical tool 		On going PAT yearly On going On going Continuous Continuous Continuous Supervision On going

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				that produces sparks or flying debris or dust.		
Working at height – mobile scaffolding	Injury from fall	Y	M	<ul style="list-style-type: none"> – Refer to the Fall Prevention Policy, page. – Ensure the scaffolding is on firm, level ground, before you climb it. – Ensure the wheels are locked before the scaffolding is climbed. – When possible, ensure the scaffolding is not located so that it causes an obstruction to anyone else. – If the scaffolding must be located in a position where it will be a hazard or obstruction, then all personnel who will be affected by this obstruction must be notified, and a decision will need to be made that suits all parties as to when this work can be done. – One person should not be left on their own when working on a mobile scaffolding. There should always be someone working with the person, or there should at least be someone 		<p>On going On going</p> <p>On going</p> <p>Supervision On going</p> <p>Supervision On going</p>

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<p>working near where the scaffolding is located, so they can come to the aid of the person on the scaffolding if he/she needs help or assistance.</p> <ul style="list-style-type: none"> - If you need to reach from the scaffolding, then it is too far away and should be moved closer. - If the scaffolding is to be moved, all persons who are on the scaffolding must climb off it before it is moved. 		
Other contractors, builders and tradespeople				<ul style="list-style-type: none"> - Be aware of all other people working on the site, and try to keep out of their way if possible. - If you need to work with, or in conjunction with, another contractor or other tradesperson, ensure that each party knows precisely what each other is intending to do, and when. 		Continues
Trip hazards on the ground, especially if you are looking upwards while working	Injury from trip		M	<ul style="list-style-type: none"> - Visually inspect the floor or ground along the area or route that you intend to work, and move any potential obstacles or trip hazards out of the way if possible. 		Supervision On going

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<ul style="list-style-type: none"> - Take note of any obstacles or trip hazards that cannot be moved, and ensure you avoid them. - Continuously scan the ground or floor as you work, for any new trip hazards that may now be present. 		
Items falling from height	Injury from falling item	Y	I M	<ul style="list-style-type: none"> - Hard hats may need to be worn – ensure that you wear one at all times when this is required. - Be aware of all areas or places that something could fall from, and do not stand under this area or place, if possible. 		Supervision
Asbestos	Asbestosis Mesothelioma	Y	I M	<ul style="list-style-type: none"> - Before beginning work on site, determine whether asbestos is present in the building. - If so, their health and safety plan in regard to asbestos is to be viewed and copied, and Mainland Football is to be informed immediately. - If asbestos is found during installation, stop work immediately, inform Mainland Football and client immediately. 		Supervision On going

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<ul style="list-style-type: none"> - If you have come in to contact with asbestos, fill in a registration form available from the Mainland Football. - Staff should be trained or at least given information on how to identify asbestos. 		
Bad housekeeping	Risk of numerous injuries	Y	M	<ul style="list-style-type: none"> - Keep your work area tidy. - Clean up after yourself before leaving the area. - Don't leave sharp tools, or drills with their bits in them lying around. - Don't leave items or tools at eye level or in precarious positions (for example on the top of a step ladder). 		
Working in confined spaces with awkward, constrained postures	Muscle fatigue Aches and pains	N	M	<ul style="list-style-type: none"> - The most appropriate person should be assigned to do this job; taking skill, experience and body shape and/or size (within reason) into account. - When possible, position yourself so that you are not cramped or forced into an awkward posture, especially 		At each entry

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<p>if you anticipate the job taking some time.</p> <ul style="list-style-type: none"> – Take regular rest breaks, and stretch frequently. 		
Plant room	Injury Missing person			<ul style="list-style-type: none"> – Ensure client/building occupant is alerted that you are going into plant room and approximate time you will report back in. – Do not enter if it is considered hazardous or too untidy. 		Supervision On going
Certification of fume cupboards	Chemical exposure	Y	M	<ul style="list-style-type: none"> – Keep away from any chemicals in the fume cupboard – Only inspect the outside of the equipment, not the inside 		Start of each operation

Workplace/Location: Office

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Lighting – Insufficient – Too much – Glare	Eye strain Headaches	Y	M	<ul style="list-style-type: none"> – Inadequate light levels – stronger bulbs. – Look at using lamps or adding more lights. – Have the office surveyed with a light meter. – Arrange equipment so screen and staff are not affected by glare, or use glare guards on computer screens. – Lighting to meet NZS Standard 6703:1984. – Look at the DOL VDU Code of Practice for lighting in computer use. 		Annual review
Trip/Slips Slippery floors – kitchen Cords Unsecured floor coverings Storage	Falls	Y	M	<ul style="list-style-type: none"> – Arrange office so extension cords are not across walkways. – Clean up any spills immediately in the kitchen. – Use anti-slip polish. – When replacing flooring use anti-slip variety. 		Annual review

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<ul style="list-style-type: none"> - Enforce walk rather than run policies. - Remove all power and extension cords in walkways. - Once a month check whether power cords are protruding into walkways. - Keep walkways clear of boxes and equipment. 		
Lifting/manual handling - Reception - IT	Back injury	Y	M	<ul style="list-style-type: none"> - Make arrangement with couriers to handle heavy packages or take them where it needs to go. - Use a trolley. - Ask for assistance if item is too heavy. - Some training may be required in back care. - See Manual Handling Control Plan for more suggestions. - Refer to OSH publication, Code of Practice for Manual Handling. 		Annual review Training needs analysis at performance appraisal
Storage	Back injury Shoulder injury	Y	M	<ul style="list-style-type: none"> - Ensure heavy items are not stored above shoulder height, or below knee height. 		

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<ul style="list-style-type: none"> - Ensure storage areas are tidy to allow easy and safe access. - Use a stepladder to access high shelving. 		
Computer use <ul style="list-style-type: none"> - Repetition - Equipment set-up - Posture 	OOS/DPI Back/neck injury Circulation problems	Y	M	<ul style="list-style-type: none"> - Make sure workstation is set up for the staff member. - Undertake discomfort surveys during performance appraisal. - Vary tasks as much as possible. - Instruct new staff members on safe computer use – take breaks, exercises, good posture. - Follow the OOS/DPI procedures if someone develops symptoms. - Ensure chair is adjustable and there are copyholders and other pieces of ergonomic equipment. - See the OOS/DPI Hazards Control Plan for more suggestions. - Compliance with the OSH publication, Approved Code of Practice for the use of Visual Display Units in the Workplace. 		Annual review or checked if a problem is reported

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Telephone use – ergonomics	Stress Overuse, neck injuries	Y	M	<ul style="list-style-type: none"> – Instruct staff never to hold the telephone handset between neck and shoulder as this can cause serious neck injury or stroke. – Provide staff with telephone headsets if call volumes are heavy or answering telephone is undertaken in conjunction with using the computer. – Ensure staff wear telephone headsets when making calls. 		Review procedures annually Review equipment needs annually
Workload/deadlines – Stress	Ill health Stress	Y	M	<ul style="list-style-type: none"> – Encourage staff to take regular annual leave. – Encourage staff to ask for resources. – Take regular breaks/time out. – Management to ensure there a regular social and team building events. – Encourage staff to work regular hours. Management to give the messages about what is acceptable in the culture and what isn't. – The health and safety committee will develop a stress policy for the office. 		

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Shelving – earthquake risk	Crushing Falls	Y	M	<ul style="list-style-type: none"> – Health and safety team to undertake a check of all cupboards, bookcases shelves, filing cabinets to check all are attached to walls. – Arrange for any to be attached. 		
Communicable diseases <ul style="list-style-type: none"> – illness – cleanliness 	Illness	Y	M	<ul style="list-style-type: none"> – Management to make clear that staff need to stay home when they are ill to stop flus/colds spreading. – Kitchen is cleaned every day. The cleaners do this. – Fridge is cleaned out at the end of every week. Stuff not labelled and dated is thrown out. 		
Equipment <ul style="list-style-type: none"> – New – Existing 	Electrocution Laceration Burns	Y	M	<ul style="list-style-type: none"> – Identify any equipment that could be hazardous and list. – Check equipment for electrical faults as part of a regular maintenance regime once a year. – Undertake a hazard assessment of any new piece of equipment. – Place equipment where it is easy to use and does not interfere in the flow of the office. 		

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Air conditioning	Ill health	N	M	<ul style="list-style-type: none"> - Have air conditioning checked regularly. - Move people who are susceptible to draughts away from vents. 		
Difficult or abusive clients, enquirers at reception	Physical injury through violence Stress	Y	M	<ul style="list-style-type: none"> - Develop procedures to deal with difficult clients. - Implement an emergency signal so the receptionist can indicate there is a problem at reception. 		
Unsecured Shelving	Injury from falling bookshelf	Y	E	<ul style="list-style-type: none"> - Secure shelving to walls. 		

Workplace/Location: Hazards on the Job – Building Sites – General

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
Site specific hazards	Injury			<ul style="list-style-type: none"> – Discuss all potential hazards with your site contact or the site foreman before work starts. – Check the on-site Hazard Board daily. – Report any new or undocumented hazards as soon as practical, and ensure the Hazard Board is updated. – Wear appropriate personal protective equipment on site, such as hard hat, steel capped boots/shoes, hi viz vests, hearing protection and eye protection. 		
Noise	Hearing loss	Y	M	<ul style="list-style-type: none"> – Identify sources of excessive noise (tools, machinery etc), and endeavour to keep away from them when they are operating, if possible. – Wear appropriate hearing protection at all times when working in an area where the level 		

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<p>of noise makes it impossible to hold a normal conversation.</p> <ul style="list-style-type: none"> – Conduct regular hearing tests (annually) for those staff who get exposed to excessive noise. 		
Working at height – fixed scaffolding	Injury from fall	Y		<ul style="list-style-type: none"> – Refer to the Fall Prevention Policy, page Error! Bookmark not defined.. 		
Other contractors, builders and tradespeople				<ul style="list-style-type: none"> – Be aware of all other people working on the site, and try to keep out of their way if possible. – If you need to work with, or in conjunction with, another contractor or other tradesperson, ensure that each party knows precisely what each other is intending to do, and when. 		
<p>Electrical tools; including, but not limited to:</p> <ul style="list-style-type: none"> – Electric drills – Impact or hammer drills – Cordless drills – Skilsaws 	<p>Injury</p> <p>Amputation</p> <p>Electric shock</p> <p>Burns</p> <p>Hearing damage</p>	Y	M	<ul style="list-style-type: none"> – Ensure all electrical tools and leads are regularly tested and certified as safe by a suitably qualified electrician. – The tool, its cable and its plug must be visually inspected for damage immediately prior to use. 		

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
– Portable lights	Eye injury			<ul style="list-style-type: none"> – Any faulty or defective tools are not to be used, and must be repaired as soon as possible. – Only suitably trained personnel are to use electrical tools. – Electrical tools must only be used for their intended purpose. – Hearing protection must be worn when drilling into metal, when using an impact or hammer drill on concrete, when using a skilsaw; or any other occasion when the level of noise produced by the tool makes it difficult to hear a normal conversation. – Appropriate eye protection must be worn when using any electrical tool that produces sparks or flying debris or dust, especially if drilling above your head. 		
Trip hazards on the ground, especially if you are looking upwards while working	Injury from trip		M	<ul style="list-style-type: none"> – Visually inspect the floor or ground along the area or route that you intend to work, and move any potential obstacles or trip hazards out of the way if possible. 		Continuous

Hazard	Potential Harm	Significant Hazard Y/N	Eliminate or Minimise	Action Proposed	Completion date (signed)	Frequency Monitoring
				<ul style="list-style-type: none"> - Take note of any obstacles or trip hazards that cannot be moved, and ensure you avoid them. - Continuously scan the ground or floor as you work, for any new trip hazards that may now be present. 		
Fatigue <ul style="list-style-type: none"> - Driving - Workload - Deadlines 	Fatality	Y	M	<ul style="list-style-type: none"> - Management to monitor staff workloads - Self monitoring of staff - Self reporting to manager of fatigue related issues - Keeping driving within two hour segments - Nine hour stand down after any night time callouts or any situations that require working late into the evening. 		Supervision On going

OOS/DPI Hazard Information Form

Hazard	<p>Occupational Overuse Syndrome (OOS/DPI) caused by muscle tension from:</p> <ul style="list-style-type: none"> • Repetitive movement over a long period of time, particularly small movements; • Excessive force exerted during movements; • Poor or tense posture, either over a long period of time or in an unnatural position; • Insufficient or inadequate rest breaks or micro-pauses.
Location	Potentially all work environments involving repetitive tasks.
Hazard Details	<p>OOS/DPI is largely caused by muscle tension. When muscle tension stops or reduces blood flow muscles run out of oxygen and start running on stored energy (anaerobic work). This uses up the energy store very quickly leading to a lactic acid build-up in the muscle, causing pain. If pain continues the surrounding muscles tense up in sympathy, leading to a vicious cycle.</p> <p>OOS/DPI is an umbrella term covering a range of disorders characterised by pain and/or other sensations in muscles, tendons, nerves, soft tissues and joints with evidence of clinical signs. Symptoms such as pain, discomfort and muscle weakness may continue even after initial clinical signs have been reduced.</p>
Precautions	<p>Organise jobs well:</p> <ul style="list-style-type: none"> • Clear job descriptions and performance specifications; • Workloads and workflow peaks identified in advance; • Provide task variety and the requirement to take micro-pauses; • Clear reporting channels, safety monitored by supervisors. <p>Design and use of workstations:</p> <ul style="list-style-type: none"> • The fit between the person, the task, and the workstation is considered with the aim of promoting relaxed postures and movements; • Equipment is set up using a guidelines for best practice eg "Workstation Guidelines" from the OSH publication; • Workstation features should be adjustable. <p>Adopt safe work habits:</p>

	<ul style="list-style-type: none"> • Correct techniques for keyboard and mouse use can minimise muscle tension; • Frequent relaxation and stretching of muscles reduces the risk of OOS/DPI; • When possible symptoms are indicated, adopt early intervention process (see "Catching OOS/DPI Early" guidelines attached).
Safety Rules	<p>Managers are responsible for:</p> <ul style="list-style-type: none"> • Implementing OOS/DPI prevention policies; • Providing staff with information and training; • Managing cases of discomfort and pain, including initiating Early Intervention measures, and the development and monitoring of rehabilitation plans; • Providing a safe worksite; • Reporting injuries. <p>Staff are responsible for:</p> <ul style="list-style-type: none"> • Using their workstation and equipment safely; • Taking keyboard breaks and micropauses; • Reporting early symptoms of OOS/DPI; • Participating in rehabilitation programmes if necessary.
Personal Protective Equipment/ Support	Workstation ergonomic aids or equipment if approved by safety provider.

How to Identify OOS/DPI Early

Identifying Cause and Possible Action

Use the table below to identify possible cause and remedial action for symptoms.

Note:

- If adjustments do not provide relief after 2 weeks, then move to the next step in the process, having a workplace assessment done.
- Don't use these suggestions when someone has been diagnosed by a doctor, or has required time off work or treatment.

Location of Tension	Probable Cause	Reason	Remedial Action
Top of shoulder	Shoulders kept raised or shrugged	Work too high	Lower keyboard or desk, or raise chair and support feet
		Elbows hit armrests	Remove or lower armrest
		Chair backrest too wide	Modify or replace chair or backrest
	Shoulders pulled back	Work too high	Lower keyboard or desk, or raise chair and support feet
		Elbows hit armrests	Remove or lower armrest
		Chair backrest too wide	Modify or replace chair or backrest
		Untrained worker is tense	Train to 'drop shoulders, hang elbows'
		Keyboard too close	Push keyboard further away so elbows hang vertically
		Incorrect posture	Re-educate
		Leaning forward	Raise visual task to straighten upper back

Location of Tension	Probable Cause	Reason	Remedial Action
Outer Shoulder	Elbows held out to side	Work too high	Lower keyboard or desk, or raise chair and support feet
		Elbows hit armrests	Remove or lower armrest
		Chair backrest too wide	Modify or replace chair or backrest
		Untrained worker is tense	Train to 'drop shoulders, hang elbows'
		Numeric keys, mouse, calculator too far to one side	Reorganise desk so arms hang vertically. Smaller keyboard (without numeric keys) may be required.
Between shoulder blades	Arms kept forward	Keyboard too far away	Bring work closer so elbows hang vertically
Base of neck	Forward lean	Documents too low	Raise documents being copied from
			Use slant board for writing, stamping, etc
		Screen too low	Raise screen with platform or phone books
Upper back	Hunched over work	Documents too low	Raise documents being copied from
			Use slant board for writing, stamping, etc
		Screen too low	Raise screen with platform or phone books
		Chair height incorrect	Adjust chair or write with arms supported
Top of neck	Chin held up or jutting forward	Visual task too high	Lower visual task

Location of Tension	Probable Cause	Reason	Remedial Action
			Recline worker slightly in full backrest chair
			Replace equipment or implement staff rotation
		Operator wears bifocals	Advise purchase of task specific glasses, or lower visual task
One side of neck	Head constantly turned or tilted	Main visual task to one side	Bring documents closer, or alternate from side to side.
			Use a copyholder to centralise documents.
		Talking on telephone while completing other work with hands	Implement use of telephone headset
Lower back	Inadequate back support	Backrest too high or too low	Readjust so backrest firmly supports the small of the back.
		Chair may be too high.	A footrest may be needed to raise the knees so thighs are more parallel with the floor.
		Backrest not used	Move backrest forward. If not possible modify or replace chair
		Forward slump	Raise documents being copied from
			Use slant board for writing, stamping, etc
			Raise screen with platform or phone books
Behind shoulder	Shoulders pulled back	Work too high	Lower keyboard or desk, or raise chair and support feet
			Raise documents being copied from

Location of Tension	Probable Cause	Reason	Remedial Action
			Use slant board for writing, stamping, etc
			Adjust chair or write with arms supported
		Buttocks not to rear of chair	Move backrest forward or ask user to sit back
Lower leg	Circulation cut off	Feet not supported	Provide footrest, or lower chair and work surface
		Chair cushion too deep	Replace chair
		Cushion front not rounded	Replace chair
Forearm upper surface	Hand/fingers held up	Wrist on table when keying so hand is held up. Check for sore shoulders	First reduce shoulder load. Then train operator to use neutral wrist angle. Use wrist rest and train operator in correct use.
		Keyboard angle too steep	Adjust keyboard angle
		Operator is bracing wrist (also in writing, stapling)	Train in relaxed work style. Improve pens, staplers etc
		Lack of micro pauses or poor job variety	Build in relaxation and micro pauses
Forearm, outer surface	Hand held or jerked sideways	Elbows held out	Remove or lower armrests

Location of Tension	Probable Cause	Reason	Remedial Action
		Chair backrest too wide	Modify or replace chair or backrest
		Untrained worker is tense	Train to 'drop shoulders, hang elbows'
		Calculator is at wrong angle	Turn calculator to straighten wrist
		Wrist bends to reach outer keys	Train to 'move hands, don't bend wrist'. Trial ergonomic keyboard
Hand near little finger	Over-stretch or hammering	Over-stretching fingers	Train to 'move hands, don't bend wrist'. Trial ergonomic keyboard
		Hammering action	Use larger finger, softer action, modify software to avoid repeating keystrokes
Forearm flexor muscles	Banging keys	Dead feeling keyboard	Service or replace keyboard, or turn up 'click' sound
Deep inside forearm	Holding hand flat on mouse for long periods	Leaving hand on mouse even when not operating the mouse	Roll mouse hand onto its edge and rest it when not operating the mouse instead of leaving the hand on the mouse.
		Untrained operator	Train to use softer touch e.g. by using bio feedback
Little finger	Over-stretch or banging	Over-stretched fingers	Train to 'move hands, don't bend wrist'. Trial ergonomic keyboard
		Hammering action	Use larger finger, softer action, modify software to avoid repeating keystrokes
Thumb muscle	Sustained Pressure	Repeatedly hitting space bar	Check and adjust space bar feel, programme repeat when held down
		Folding paper using thumb	Use folding machine, or back or side of hand, or folding block or blade

Location of Tension	Probable Cause	Reason	Remedial Action
		Writing with awkward thumb angle	Replace pen, or add rubber grip, train person to relax while writing

EMERGENCY PROCEDURES AND EVACUATION PLAN

Emergency Procedures and Evacuation Plan

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FIRE EVACUATION PROCEDURES

1.1 Purpose of Scheme

To promote the method and practice that will ensure the systematic and orderly evacuation of all parts of the building by the nearest safe means of exit in the least possible time.

To ensure that the Wardens appointed for the building are fully acquainted with their duties. Wardens will be trained in fire evacuation and encouraged to attend additional training in first aid and civil defence.

1.2 Introduction

Immediate evacuation of all areas of the building is essential upon discovery of a fire or upon the continuous sounding of the fire alarms.

Personnel responsible for carrying out the instructions and procedures in this Emergency Procedures Manual are designated as follows:

- Floor Warden
- Deputy Warden

1.3 Warden Identification

- Floor Wardens – Orange Hi-Viz Vest.

1.4 Building Safety Equipment

The building is fitted with a fire alarm system.

Fire Extinguishers are adjacent to stairwells

Escape Routes – It is essential that the escape routes are kept clear of any obstructions at all times e.g. cable, fuse boards, ladders, boxes, etc.

1.5 Action to Be Taken If You Discover a Fire

Sound the alarm by using any of the fire alarm call points, which are located in the stairwell adjacent from the front door. This will activate the alarms throughout the building.

The alarm situation must be further confirmed by telephone to the New Zealand Fire Service by dialling “(1)-111” and ask for the “Fire Service”, then confirm the address Mainland Football, 127 Cranford Street, Edgeware, Christchurch, and the location of the nearest intersection, being Corner of

Cranford Street, and Westminster Streets, the nature of the emergency. If you can give any further information about the type of fire and its precise location within the building then do so. NOTE: You will have to obtain an outside line by pressing the outside line button.

Fire hoses and fire extinguishers should only be used if no personal risks are taken. Fire Hose reels are not to be used on electrical equipment.

1.6 Building Evacuation

Upon hearing the continuous sounding of the fire alarms, all occupants should leave the building immediately; and as you leave, close all doors behind you.

If a warden gives an instruction to evacuate the building, then occupants must do so even if the alarms cannot be heard.

Exit the building from the following routes:

WARDENS ASSEMBLY – Chief Warden is to assemble outside the main entrance on Cranford Street, until no longer required to assist Fire Service personnel in attendance.

SPECIAL NOTES

- DO** Follow all Fire Exit signs.
- DO NOT** Use lifts during an evacuation under any circumstances.
- DO NOT** Carry drinks or food during an evacuation – if spilt this may cause an accident and delay the evacuation.
- DO NOT** Return to the building for any reason until the Chief Warden indicates that it is safe to do so.

1.7 Disabled Persons

A register identifying disabled persons is held with the Chief Warden, and is maintained on a regular basis. The register identifies persons with disabilities who are regular users of the building, and the type of assistance required in each case. The register identifies persons assigned to assist regular disabled users and disabled visitors of the building.

DISABLED VISITORS

Staff must advise Wardens when they have visitors with a disability type that could affect the evacuation of the building.

WARDENS DUTIES

1.8 Chief Warden

The Chief Warden is charged with co-ordinating the activities of the Floor Wardens and ensuring that clearance reports are received in respect of all areas following evacuation. The Chief Warden will liaise in turn with the Senior Fire Officer or Civil Defence Officer coordinating emergency services. Wardens are to follow Chief Warden and Senior Fire Officers' instructions.

The Chief Warden will be wearing the **Red Helmet** provided to be clearly identifiable to other Wardens, occupants of the building, and the Fire Service Officers.

The Chief Warden is responsible for maintaining the Disabled Persons Register.

Upon the continuous sounding of the Alarms the Chief Warden will:

Notify the Fire Service that the alarms are sounding at 127 Cranford Street, Edgeware, Christchurch.

Ensure that all entrances to the building are monitored by Wardens.

1.9 Deputy Chief Warden

The Deputy Chief Warden will report to the Chief Warden and assume any tasks required by the Chief Warden or the Fire Service Officers.

In the absence of the Chief Warden, the Deputy will assume the role of the Chief Warden, as stipulated in Section 2, 2.1 above.

1.10 Floor Wardens

Each Floor Warden is required to direct, enforce, and have full charge of evacuation of all personnel located within their assigned area during the period of a fire emergency or Trial Evacuation.

Floor Wardens are to advise the Chief Warden of any disabled persons, whether or not they have a temporary or a permanent disability. Floor Wardens are to nominate assistants to attend to disabled persons, and Floor Wardens will discuss evacuation procedures with disabled persons.

1.11 Evacuation

Each Floor Warden must wear the **Orange Hi-Viz Vest** provided.

Floor Wardens will ensure that their floor is completely evacuated by checking all rooms and enclosed areas, including toilets, store rooms, and cupboards.

The Floor Warden should start checking the floor from the furthest point of the floor working systematically toward the exit, or from the point closest to the fire working toward the exit.

Evacuation of disabled persons should only be made after the floor has been vacated. If it is not possible to evacuate the disabled person/s, they should be escorted to a safe place handy to the nearest exit. The disabled person's assistants or nominees must remain with that person until assisted by Fire Service personnel.

When the Floor Wardens have determined that their area is completely evacuated and any disabled persons are accounted for, they will uplift the floor's tablet from the hook located outside the office door, then hang the tablet on the tally board, which is located at the driveway entrance, and report to the Chief Warden.

All Floor Wardens and Deputies must liaise before reporting the floor's clearance to the Chief Warden. If a disabled person has been left on a floor, then the Floor Warden is to place the disabled persons symbol in the appropriate position on the Evacuation Board.

The Evacuation Board is located at the front of the building.

Floor Wardens are to ensure that:

- Lights are left on.
- All doors are closed following clearance.
- Deputies are appointed to act in their absence.

1.12 Deputy Floor Wardens

Deputy Floor Wardens will assume the responsibilities of the Floor Warden in the event of the Floor Warden's absence or incapacitation. In case of evacuation due to fire, where practical Deputy Floor Wardens will see that all windows and doors are closed so as to restrict the spread of heat, fire and smoke. The Deputy Floor Warden shall carry out any other directions of the Floor Warden.

In general, the duties of the Deputy Floor Warden are to:

- Assist the Floor Warden in arranging search areas.
- Keep the exit doors manned during evacuation.
- Direct traffic to means of egress.
- Keep traffic moving steadily so as to avoid panic.
- Ensure that after evacuation all Smoke-Stop Doors are closed.

1.13 Means of Escape to be Monitored

Regular checks of the means of escape will be carried out MONTHLY (using the **Fire Safety Checklist** on **page 111** of this Emergency Procedures document) by the Warden to ensure that:

- All exits are kept clear of all obstacles at all times.
- Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time.
- Smoke control and fire stop doors are to be kept closed and not wedged open. Use of "hold open devices" that comply with the Building Code is permitted.
- Stairways and passageways that are designed for means of escape from fire are not to be used as places for storage or places where refuse is allowed to accumulate.
- Flammable liquids or materials shall not be stored near or within any part of the building used as a means of escape from fire.
- Any fault affecting the means of escape must be rectified immediately or reported to the building owner for action.

TRIAL EVACUATIONS AND WARDEN TRAINING

Trial Evacuations and Wardens Training Meetings should be held every six months as required by The Fire Safety and Evacuation of Buildings Regulations 1992.

In general Trial Evacuations will be held at unexpected times under varying conditions to simulate the unusual situations which may pertain in the case of a fire or other emergency.

EARTHQUAKE EMERGENCY PROCEDURES

Remain in the building – it is safer.

Move away from windows and any equipment and furniture, which may be dangerous if it falls over.

Take immediate shelter under solid furniture such as tables or desks.

Keep calm and assist those who panic.

If an evacuation order is given, follow the fire evacuation procedures.

Follow the instructions from Wardens.

BOMB THREAT AND EXPLOSIVES EMERGENCY PROCEDURES

ACTION TO BE TAKEN WHEN A TELEPHONE CALL IS RECEIVED IN RESPECT TO A BOMB THREAT

When a Bomb Threat call is received, there is no alternative but to treat it as real.

Make use of the prepared **Bomb Threat Checklist** on **page 110** of this emergency procedures manual. Although the majority of bomb threat calls are hoaxes, each call must be treated as genuine until confirmed otherwise.

Following the receipt of a Bomb Threat, the Police and Chief Warden must be advised immediately.

It is the decision of the Chief Warden to determine what action is to be taken. If a search of the premises or part thereof is required, it is better to be carried out by the occupants and wardens, as they know the building. The Chief Warden will instruct Floor Wardens and Deputies on what action is to be taken.

Assessment of a call and the information divulged by the caller may influence what action is to be taken, and police advice and assistance will be required. Specific details from the caller about the make-up of the organisation and personalities therein, will add credence to the threat. If, however, the caller is vague and does not give specific details about the premises, layout, people, etc. then the possibility of a device being present is reduced but cannot be discounted.

Remain calm during the conversation. Try not to aggravate the caller.

Keep the caller talking as long as possible but do not interrupt or argue. If possible pay attention to any background sound which may give an indication as to where the call is coming from.

Any answers to these questions could give an indication as to whether or not this is a hoax, and as much of this information as possible should be passed onto the Chief Warden.

Discovery of Unusual Objects

ACTION TO TAKE ON DISCOVERY OF ANY UNUSUAL OBJECT:

Refer to the "**Suspicious Letter or Package**" **recognition points** on **page 109** of this emergency procedures manual.

When a suspicious object is found, the Chief Warden should be notified as for a Bomb Threat.

Suspicious items received through the mail should preferably be left where they have been delivered, but if circumstances dictate, they may be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should definitely not be touched.

THE OBJECT MUST NOT BE TOUCHED OR TAMPERED WITH

Following a room or area being evacuated, secure and prevent access. This does not mean locking doors, etc, unless absolutely necessary, but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.

Experience has shown that explosive devices can be made to resemble almost anything. It is wise, therefore, to treat any suspicious object found in an unusual place with utmost care.

The Police will determine what action is to be taken.

Remain calm and inform only those "who need to know".

DO NOT TOUCH IT – DO NOT MOVE IT TELEPHONE THE CHIEF WARDEN, THE POLICE, AND PROPERTY MANAGER

WARDENS ARE TO ACT ON INSTRUCTIONS GIVEN BY EITHER THE CHIEF WARDEN, POLICE, OR FIRE SERVICE.

EVACUATION WOULD BE BY WORD OF MOUTH AND NOT ACTIVATION OF THE MANUAL FIRE ALARM.

CELLULAR PHONES AND MICROWAVE OVENS ARE TO BE SWITCHED OFF.

WHEN AN EVACUATION ORDER IS GIVEN, TAKE ALL PERSONAL EFFECTS WITH YOU (for example – briefcases or handbags).

CHECKLISTS AND OTHER INFORMATION

Suspicious Letter or Package/Mail Bomb

Mail Bomb Recognition Points

- Excessive weight for its size
- Rigid envelope
- Lopsided or uneven envelope or package
- Excessive securing material
- Protruding wires, string, tinfoil etc
- Oily stains or discolouration
- Source unknown
- Visual distractions
- Unexpected or unsolicited mail, both local and foreign
- Excessive postage on local mail
- Restrictive markings (ie private, personal)
- Handwritten or poorly typed address
- No return address
- Incorrect titles
- Titles, but no names
- Misspelling of common words/name/address

Suspicious Letter or Package

Action:

- Do not open or cut strings
- Gently lower to a level surface – do not disturb
- Do not place in water, sand or in any confined space
- Clear immediate area of all people

Threatening or 'Crank' Letter

- Handle all documents by edges only, do NOT place further fingerprints or indentations on them
- Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police
- Note who has handled the correspondence

Notify the Health & Safety Officer or Police

Bomb Threat Checklist

Questions to Ask

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will make the bomb explode?
6. What is the explosive type and quantity?
7. Why did you place the bomb?
8. What is your name?
9. Where are you?
10. What is your address?

Exact Wording of Threat

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Action

Report call immediately to:.....
Phone number:
Trace 111:.....

Police advised:
Date/time:.....
Member's name:

Action

Accent (specify):.....
Any impediment (specify):
Voice (loud, soft, etc):.....
Speech (fast, slow etc):
Diction (clear, muffled):.....
Manner (calm, emotional etc):.....
Did you recognise the voice?
If so, who do you think it was?.....
Was the caller familiar with the area?.....

Threat Language

Well spoken:
Incoherent:
Irrational:
Taped:.....
Message read by caller:
Abusive:
Other:

Background Noises

Street noises:
House noises:
Aircraft:
Voices Standard call:
Music: 111/cellular:
Machinery: STD:.....
Vehicle: Other:

Other

Sex of caller: Estimated age:.....

Call Taken

Date/time:
Duration of call:
Number called:

Recipient

Name (print):
Phone number:.....
Signature:

Fire Safety Checklist

Use this checklist to assist in maintaining the fire safety standard in the building.

Check each item and tick the appropriate box. Make a note of any work required to rectify the situation immediately.

Note: This checklist does not replace the requirements of the Compliance Schedule issued by the local territorial Authority in accordance with the Building Act 1991.

Date:	Checked OK	Yes	No
Smoke, exit, and fire doors move freely, are in good Working order, and not held open by non-complying devices			
Fire exits clear of obstructions (rubbish, storage, etc)		<input type="checkbox"/>	<input type="checkbox"/>
Exit signs in place and visible		<input type="checkbox"/>	<input type="checkbox"/>
Exit doors open easily without the use of a key		<input type="checkbox"/>	<input type="checkbox"/>
Fire hose reels in good condition, and not obstructed		<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers in place, not obstructed, and in clear view		<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher seal intact		<input type="checkbox"/>	<input type="checkbox"/>
Manual call points not obstructed, glass intact		<input type="checkbox"/>	<input type="checkbox"/>
Fire Action notices in place		<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING: Flammable storage in non-combustible containers		<input type="checkbox"/>	<input type="checkbox"/>
Floor / Area tidy and neat		<input type="checkbox"/>	<input type="checkbox"/>
Rubbish removed		<input type="checkbox"/>	<input type="checkbox"/>
All previous faults rectified		<input type="checkbox"/>	<input type="checkbox"/>

Faults:

Date to be rectified by: / /

Signature:

Contact List for Expert Health and Safety Advice

Area of Advice	Organisation	Contact Person	Contact Details
General	WorkSafe NZ	Wellington Branch	04 385 7771 http://www.business.govt.nz/worksafe/
General	ACC	Injury Prevention Branch	04 918 7700 www.acc.co.nz
Chemicals	New Zealand Chemical Industry Council	Bill Birch	04 499 4311
Claims management	ACC	Wellington Branch Office	04 918 4000
Physiotherapy			
First Aid	Order of St John	First Aid Supplies Training	0508 785 646 0800 909 900
Safety Equipment and Personal Protective Equipment	NZ Safety Ltd	2 Regent Street, Petone 162 Adelaide Rd Newtown	04 568 8029 04 389 6254
Civil Defence	Wellington Emergency Management Organisation	Murphy Street Thorndon	04 460 0650 www.wemo.govt.nz www.civildefence.govt.nz
Ambulance/ Hospital			Call 111
Poison Centre			0800 764 766

Section Three: Operations Manual Forms

Section Three

Operations Manual Forms

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Mainland Football Hazard Identification Checklist

Date of Inspection:

Name:

OFFICE EQUIPMENT (PHOTOCOPIERS, COMPUTERS, GUILLOTINES ETC)

- Are there any exposed moving parts that could catch clothes etc?
- Are starting and stopping devices within easy reach of the operator?
- Can the off-switch be secured in position during repairs?
- Is equipment on a firm stable surface?
- Are work surfaces kept clear of clutter?
- Are there adequate rubbish bins?
- Are the rubbish bins regularly emptied and kept clean?

Checked

Action Required

FIRST AID AND CIVIL DEFENCE KITS

- Check contents of Civil Defence Kits – fully stocked and up to date?
- Is there a first aid kit on the premises?
- Is the first aid kit easy to find?
- Is the first aid kit easy to access?
- Is the first aid kit regularly inspected, and kept fully stocked and up to date?

Checked

Action Required

FLOORS, AISLES, EXITS

- Are there any aisles currently cluttered?
- Are aisles regularly cleaned and kept clear of clutter?
- Does everyone have clear access to an exit?
- Are exits marked?
- Are aisles wide enough for people to move easily?
- Are landings in stairwells kept clear of clutter?

Checked

Action Required

FIRE AND FIRE ESCAPES

- Is there a fire/evacuation procedure in place?
- Is the fire alarm regularly tested?
- Is the fire alarm functioning correctly?
- Are there regular fire evacuation practices?
- Is there sufficient fire-fighting equipment?
- Is it of the right type/s?
- Is it regularly inspected, and are these inspections recorded?
- Are fire instructions available and displayed?
- Is there sufficient fire prevention training?
- Are fire exits marked?
- Are exits free from obstruction?
- Are they locked?
- When locked are staff able to open them without keys?
- Is there adequate emergency lighting over exits?

Checked

Action Required

AIR CONDITIONING/VENTILATION

- Is the air conditioning system regularly maintained?
- Is the air conditioning noisy?
- Are there any areas where people are subject to drafts?
- Is the temperature of the air conditioning comfortable (ie not too cold)?

Checked

Action Required

SANITARY FACILITIES

- Are there enough toilets and washing facilities?
- Are they kept clean?
- Is hot water available for washing hands?
- Are hand towels changed regularly?
- Are bins for used paper towels big enough to prevent overflow onto the floor?

Checked

Action Required

LIGHTING

- Are light levels adequate (250-500 lux)?
- Can lighting be adjusted for individual needs?
- Is lighting adequate in aisles?
- Is there natural light available?
- Can glare or excessive light be reduced for individual needs?
- Is lighting adequate in stairwells?

Checked

Action Required

CHAIRS/SEATING

- Are there any broken or damaged chairs?
- Are chairs suitable for intended use?
- Are computer chairs fully adjustable?

Checked

Action Required

DESKS/TABLES

- Are any desks broken or damaged?
- Are desks or tables suitable for intended use?
- Is the height of any desk or table unsuitable?

Checked

Action Required

ERGONOMICS AND SPEED OF WORK

- Are people complaining of pain from repetitive movements or prolonged sitting?
- Are all workstations and work areas correctly set up for the people who work at them?
- Is the pace of work or amount of work causing stress?

Checked

Action Required

MATERIALS HANDLING

- Do workers have to lift heavy loads?
- Can materials be reached without excessive stretching, reaching or bending?
- Is there a possibility of back or muscle strain in material handling?
- Are there suitable and sufficient step ladders or step stools for accessing high shelves?

Checked

Action Required

WIRING, COMPUTER CABLING, APPLIANCES

- Is there any exposed wiring?
- Does any wiring or cables run across aisles or thoroughfares?
- Is it insulated and secured?
- Are all portable electrical appliances (for example heaters) regularly tested and certified safe?
- Are there any damaged or frayed leads or cords on any appliances?

Checked

Action Required

SHELVING / FILING CABINETS

- Are shelves secured against walls in case of earthquakes?
- Are heavy objects placed on lower shelves?
- Do people work in areas where they could be hit by falling items?

Checked

Action Required

CHEMICALS (CLEANING, PHOTOCOPIER, OFFICE SUPPLIES)

- Are there health and safety warnings on labels?
- Are chemicals stored in suitable and safe locations?
- Are ventilation systems adequate?

Checked

Action Required

Mainland Football Workplace and Vehicle Safety Checklist

Location:

Technician being audited:

Auditor

Observation		Check	
		Y	N
1.	Is workplace tidy and access/egress free of trip hazards?		
2.	Is technician wearing correct PPE for job?		
3.	Has technician made contact with building manager?		
4.	Has technician completed the Site Hazard Risk Assessment?		
5.	Have all hazards been identified and are the controls adequate?		
6.	Do they feel confident to raise issues via the CAR form?		
7.	Do they know how to seek technical assistance?		
8.	Do they know what to do if the fire alarm is activated?		
9.	Do they know how to raise the fire alarm?		
10.	Do they know what to do if there is an earthquake?		
11.	Is the vehicle they are using parked safely?		
12.	Is the vehicle WoF and licence up to date?		
13.	Is the vehicle in a clean condition?		
14.	Are materials, tools etc. safely stowed inside the vehicle?		
15.	Are materials, ladders etc. lashed securely to roof rack?		
16.	Do they check the oil, water and tyres on a daily basis?		

Signed: Print Name:

Date:

Mainland Football Site Hazard Risk Assessment Form

Job No.

Location

Service Technician
.....

Contact building manager and ascertain correct location of door and what is required and establish that it is okay to proceed with work.

Hazard Present		Description of Hazard	Control Action
Y	N		
		Access/egress	Ensure safe access and egress for people. Signs/barriers to be erected if required.
		Vehicle	Ensure vehicle is parked in safe area.
		Cell phone	Turn off if in a flammable zone or computer control area.
		Alarm systems	Have security disable alarm system if required.
		Electrical	Isolate power supply to work on actuator below 50v. Use test meter to confirm isolation. If work required on mains supply do not proceed and report to Mainland Football's Supervisor.
		Manual handling	If item is too heavy for one person request assistance. 25kg is the recommended maximum for one person.
		Working at height above 1.8m	Ensure all edges have adequate protection. Fall arrest equipment to be used by trained personnel only. Rescue plan to be completed. Tools to be secured ie lanyards.
		Power tools	Safety glasses/goggles to be worn if there is a risk of particles impacting the eyes.

Hazard Present		Description of Hazard	Control Action
Y	N		
		Fire	Understand procedure in event of fire, position of fire extinguisher and evacuation route.
		Asbestos	On suspicion of asbestos being present STOP work immediately, report to building manager and Mainland Football management.
		Waste disposal	Segregate and dispose of waste materials as per Mainland Football recycling policy.
		Housekeeping	Keep worksite tidy and leave area clean on completion of job.

I am satisfied that all known hazards have been identified and there are adequate controls in place.

Signed: _____ Print Name: _____

Date: _____

Hazard Report Form

Received From: _____ Date: _____

1. Describe Hazard (What? Where?)			
2. Describe Hazard Controls (Existing controls? Required changes? New controls needed?)			
3. Describe the Cause of the Incident or Event			
4. What Remedial Action has or will be taken? Review controls: <ul style="list-style-type: none"> • Are additional controls required? • Can the hazard be - Eliminated? - Minimised? Describe how. If it cannot be eliminated or minimised state why.	By whom	By when	Sign when completed
5. What Monitoring Action has or will be taken? (Describe monitoring mechanism)	By whom	By when	Sign when completed

6. Workers Advised: YES/NO Date:

7. Hazard Register Updated: YES/NO Date:

Approved: _____ Date: _____

Annual Health and Safety Objectives

Objectives	Proposed Completion Date	Date Completed

Mainland Football Annual Health and Safety Review

Review, Inspection and Audit

The following reviews/inspections/audits were conducted during the period:

Date	Subject Area	By Whom	Assessment
			(Unsatisfactory, Satisfactory, Good, Very Good)

Comments/Remarks:

.....

.....

.....

.....

Training

The following health and safety training was conducted during the period:

Date	Type of Training	Conducted By	Audience

Comments/Remarks:

.....

.....

.....

.....

Emergency Procedure Drills

The following emergency procedure drills/practices were conducted:

Date	Procedure	Participants	Assessment

Comments/Remarks:

.....

.....

.....

.....

Works Requests and Equipment Orders

The following HS related works requests/equipment orders were submitted:

Date	Description of Request/Order	Status of Request/Order

Summary of outstanding HS related works requests/equipment orders:

- a. Requests/orders outstanding from previous period:
- b. Requests/orders submitted this period:
- c. Requests/orders completed this period:
- d. Requests/orders currently outstanding:

Comments/Remarks:

.....

.....

.....

.....

Incidents & Events

Summary of recorded Health and Safety Mainland Football occurrences:

- a. Serious Harm:
- b. Harm (not serious):
- c. Potential for (near miss):
 - i. Serious Harm:
 - ii. Harm:

Comments on Accidents, Trends, Reporting Procedures, etc

.....

.....

.....

.....

Hazards Reported and Controlled

The following emergency procedure drills/practices were conducted:

Date	Hazard	Control Measure	Outcome

Comments/Remarks:

.....
.....
.....
.....

Name: Position:

Signature:

Register of Notifiable Injury, Illness, Incident or Event

Required Under Section 23, 24, 25 of the Health & Safety at Work Act 2015

1 Particulars of PCBU: *(business name, postal address and telephone number)*

2 The person reporting is:

- A PCBU A Worker a Self-Employed Person

3 Location of place of work:

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

4 Personal data of injured person:

Name	
Residential address	

Date of birth Sex (M/F)

5 Occupation or job title of injured person:

(workers and self-employed persons only)

--

6 The injured person is:

- a worker a contractor (self-employed person)
 a PCBU other

7 Period of employment of injured person:

(workers only)

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

8 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of injury, illness, incident or event:

Time am/pm
 Date Shift Day Afternoon Night

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

10 Mechanism of accident/ serious harm:

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

11 Agency of accident/ serious harm:

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

12 Body part:

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

13 Nature of injury or disease: fatal

(specify all)

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

14 Where and how did the illness, injury incident or event happen?

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

15 If notification is from a PCBU:

- (a) Has an investigation been carried out? yes no
 (b) Was a significant hazard involved? yes no
 © Was client/site manager informed? yes no

Signature and date _____ / ____ / ____
--

Name and position <i>(capitals)</i>
--

Mainland Football

New Worker Induction Checklist

General Manager

- Security keys and/or cards
- IRD forms and copy of employment contract
- New Worker forms, inc personal details and expense forms
- Shown around office- location of toilets, kitchen and other facilities
- Introduction to other staff in office
- Phone list, shown how phones work
- Photocopy of driver's licence taken, Run through car parking situation
- Personal Protective Equipment issued along with instructions of use, storage and maintenance
- Explanation of role
- Structure of organisation
- Line of authority
- Briefing on code of conduct
- IT usage/equipment

Floor Warden

- Run through evacuation procedures and assembly points
- First aid kits, trained first aiders, fire wardens

Health and Safety Officer

- Given copy of health and safety induction booklet
- Accident incident reporting explained
- Hazard register and hazard reporting
- Worker/PCBU health and safety responsibilities
- Given self directed quiz to be returned to safety officer

Training Coordinator

- Booked on Site Safe Course – Date:

New Worker's Name: Signed:

PCBU's Representative: Signed:

Date:

Training Record/Plan

Name: Group:

Skill/Knowledge (eg)	Planned Date	Completed Date	Signature (Worker)	Refresher Planned Date	Refresher Date Completed
Induction/Training					
Personal protective equipment for field staff issued. This includes hard hat, hi viz vest, safety shoes, eye protection, and hearing protection.					
Workstation assessment arranged					
Fire Warden					
First Aid					
The Mainland Football Health and Safety System					
Site Safe Course					

Contents for First Aid Kit

(Note: The contents of the First Aid Kit are defined for the number of persons usually engaged at the site at any one time.)

Number of Persons Usually Engaged at any One Time

Factories	5 or Fewer	6 to 25	26 to 50	51 to 75	76 to 100	101 to 250	> 251
Other Undertakings	1 to 25	26 to 50		51 to 75	76 to 100	101 to 250	> 251
CATEGORY	A	B	C	D	E	F	G
Triangular Bandages	2	2	2	4	4	6	6
Roller Bandages (50mm and 75mm)	3	5	7	9	12	16	24
Sterile Dressings (75mm x 75mm packets)	2	5	5	10	10	15	15
Adhesive Wound Dressing Strip	1	1	2	2	3	3	5
Waterproof Adhesive Tape	1	1	1	1	1	2	2
Sterile Non-Adhesive Pads	5	5	5	5	10	10	10
Disposable Gloves	2 pair	4 pair	4 pair	8 pair	8 pair	12 pair	12 pair
Container for Pouring Water Over Eye	1	1	1	1	1	1	1
Receptacle for Solid Dressings	-	-	-	1	1	1	1
Antiseptic Liquid	125ml	2 x 125ml	2 x 250ml	2 x 250ml	2 x 250ml	4 x 250ml	4 x 250ml.
Safety Pins	1 card	1 card	1 card	1 card	1 box	1 box	1 box
Scissors (surgical or equivalent)	1 pair	1 pair	1 pair	1 pair	1 pair	2 pair	2 pair
Splinter Forceps	1	1	1	1	1	1	1
Accident Register and Pen/Pencil	1	1	1	1	1	1	1
Emergency Numbers Card	1	1	1	1	1	1	1

(Source: First Aid Regulations 1992)

Self-Report of Discomfort Form

For staff who are feeling discomfort (which may be due to the work they perform)

Worker name:

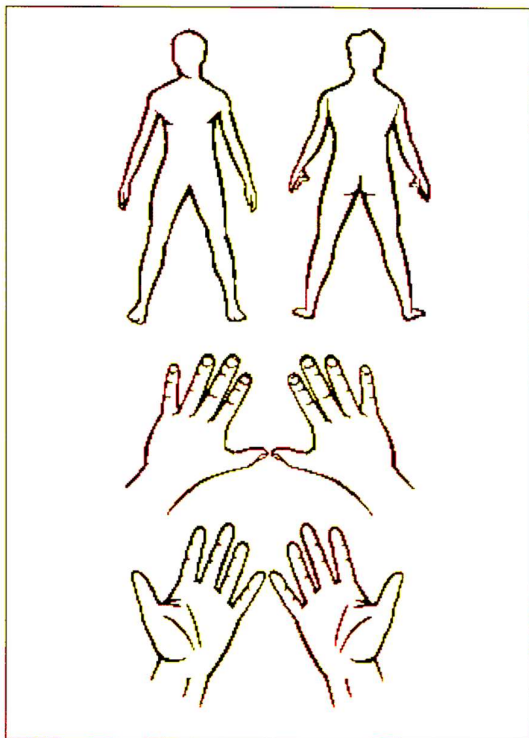
Job title:

When did you first notice discomfort:

Length of time at present job:

Identify where the discomfort is occurring.

Tick the appropriate box and shade in the areas most affected on the body diagram.

EYES: <input type="checkbox"/>		UPPER ARMS: <input type="checkbox"/> Left <input type="checkbox"/> Right
HEAD: <input type="checkbox"/> Front <input type="checkbox"/> Back		ELBOWS: <input type="checkbox"/> Left <input type="checkbox"/> Right
NECK: <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Middle		FOREARMS: <input type="checkbox"/> Left <input type="checkbox"/> Right
SHOULDERS: <input type="checkbox"/> Left <input type="checkbox"/> Right		WRISTS: <input type="checkbox"/> Left <input type="checkbox"/> Right
BACK: <input type="checkbox"/> Upper <input type="checkbox"/> Mid <input type="checkbox"/> Lower		HANDS: <input type="checkbox"/> Left <input type="checkbox"/> Right

Describe how it feels now (eg, aching, painful, tight):

.....
.....

Signed: Today's Date:

Take this form to your supervisor now.

Mainland Football

Contractor Management Pack

Contractor Management Pack

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Contractor Induction Pack

The pack is made up of six documents.

Form One: Contractor Health and Safety Checklist

- This is filled out by all contractors new to the site.
- Walk the contractor through the checklist. Use the Contractors' Health and Safety Induction Handout as a guide for what to tell the contractor.
- Have the contractor sign the form, and you sign the form.
- Remember to discuss hazards they may create and hazards that are already on-site.

Form Two: Contractors' Health and Safety Induction Handout

- This is given to the contractor during their induction.
- You can use it as a guide for what to say during the induction.
- Remember to discuss hazards they may create and hazards that are already on-site. Write on the handout what hazards they may create, and any already on-site.

Form Three: Acknowledgement of Health and Safety Obligations

- This is only completed by non-tender contractors, either at the time of induction or at the time of signing the contract. It can be added to the standard contract.

Form Four: Subcontractor Selection Checklist

- This is only used when choosing a non-tender contractor to perform work.
- It is a way to ensuring the contractor has sound health and safety procedures and policies.

Form Five: Contractors' Review Schedule

- This is for non-tender contracts where contractors are on-site for five working days or more.
- This review can be undertaken as part of the normal performance review process.

Form Six: Post-Contract Performance Evaluation

- This is undertaken at the end of a contract, and could be incorporated as part of a performance review.

When to Use the Forms

Induction of New Contractor

Forms to use:

- **Form One:** Contractor Health and Safety Checklist.
- **Form Two:** Contractors' Health and Safety Induction Handout.

Establishing a New Non-Tender Contract

Forms to use:

- **Form Four:** Use the Subcontractor Selection Checklist to select appropriate contractor.
- **Form Three:** Send the Acknowledgement of Health and Safety Obligations form to the contractor to sign.
- **Form One:** Once on-site, have the contractor complete the Contractor Health and Safety Checklist.
- **Form Three:** Give the contractor the Contractors' Health and Safety Induction Handout.
- **Form Five:** Establish a review process, and document this with Contractors' Review Schedule.

Finishing a Non-Tender Contract

- **Form Six:** Complete the Post-Contract Health and Safety Performance Evaluation.

Form One: Contractor Health and Safety Checklist

*Health and Safety Induction Checklist for All Contractors
and Subcontractors Working Onsite*

Item	Yes	No
Fire and emergency precautions		
First aid services		
Safety instructions		
Building security		
Hazards		
Incident and Event Register		
Parking		
Toilets		
Refreshment facilities		

I have received and understood the above information.

Name of Contractor and/or Subcontractor:

Signed: Date:

Name (Mainland Football):

Signed: Date:

Form Two: Contractors' Health and Safety Induction Handout

For:

Mainland Football welcomes you to this site. Your safety is our responsibility; therefore you need to understand the following information. Make sure you discuss questions or issues with your site contact person.

FIRE AND EMERGENCY PRECAUTIONS

Evacuation Procedures

- If you hear the fire alarm, account for any colleagues for whom you are responsible and leave by the nearest exit.
- Assemble outside the building.
- Remain there until checked as present by the receptionist who holds the visitors' register.
- Do not re-enter premises until the "All Clear" has been advised.
- See the emergency evacuation procedures poster displayed by all exits for more details.
- All doorways, stairwells and routes within the office must be kept clear at all times.

After-Hours Evacuation Procedure

- As above. Do not re-enter premises until the "All Clear" has been given.

Fire Equipment

- Detection systems in the building are:
 - Ceiling mounted smoke detectors.
- Fire fighting equipment in building is:
 - Fire extinguishers.
- A permit is required to disconnect fire detection/protection equipment. Approval is also required from the building owner.

- If dust, excessive heat, steam etc is to be generated, this can potentially cause an activation of the smoke sensors. Therefore please contact the New Zealand Fire Service on (04) 472 7531 and advise of any potential for this.
- ***False Alarm Charges*** – You will be charged for any false alarm not previously advised. The New Zealand Fire Service may also charge for false alarms.

FIRST AID SERVICES

- Contractors **MUST** carry their own first aid kit
- If you need assistance with first aid matter please contact the health and safety officer, a health and safety rep, or registered first aider (details on the notice board).

SAFETY INSTRUCTIONS FOR CONTRACTORS

- All contactors/subcontractors are to report the following to the site contact person:
 - All notifiable incidents, events, injuries and illness's involving themselves and/or their workers while undertaking work on the premises occupied by Mainland Football;
 - All damage to Mainland Football's property;
 - Potential dangerous or hazardous situations that are identified;
 - Faulty equipment or machinery;
 - Unsafe practices or actions by others that may cause accidents and damage.
- All contactors/subcontractors are to follow safety instructions issued to them.
- All contactors/subcontractors are to keep work places clean and orderly to minimise the risk of incidents or events, along with escape routes, including doorways and stairwells are kept free of obstacles at all times.
- All contractors shall obey all displayed rules, signs and instructions.

Procedure for Arrival on Site

- Please check in at each visit with the site contact and also with health and safety officer, and sign out when you leave the premises.
- Wear the Tradesperson's Identification if provided, or some form of identification from your firm, at all times whilst on premises.

Identification and Security

- Normal working hours are from 8.00am to 5.00pm with access outside of these hours by arrangement with the site contact.
- A security card or keys may be required to access some work areas in Mainland Football.
- You are required to take responsibility for any security card or keys issued to you. Return of keys is required. Please report any loss immediately and do not loan your security card to anyone.

HAZARDS

- The Health and Safety at Work Act 2015 requires that both parties advise each other of any health and safety issues which may affect either of the parties' staff members on the premises.
- We operate a high degree of computer technology. Please take care if working above or near a computer.
- Cords and leads to the computers are generally out of normal access (behind desks etc). Should you require access to areas where these leads are, caution should be taken.
- If working in a suspended ceiling, we request that staff are advised before tiles, lighting diffusers, etc are removed, so that staff can move away from the "drop area".
- All rubbish, sawdust, shavings, etc, should be cleaned up immediately the job has been completed so as not to create a fire hazard.
- Any situation where a service is to be isolated/disconnected must be reported to your site contact person and, if applicable, to the appropriate external authority.

Smoking Policy

- Mainland Football is completely smoke-free.

SITE CONTACT

Name of nominated person to liaise with contractor:

Extension number:

- There is a requirement to make contact with your site contact person each day you are onsite.

Form Three: Acknowledgement of Health and Safety Obligations

Mainland Football

127 Cranford Street, St Albans, Christchurch.

Name: (referred to as the "Service Provider")

Address:

Description of Work Undertaken:

Mainland Football is committed to the principles of the Health and Safety at Work Act 2015 and requires that anyone who does any work for Mainland Football shares that commitment.

In the event that the Service Provider undertakes any work for Mainland Football at any time, and for any consideration given therefore, the Service Provider hereby acknowledges and warrants that:

1. They understand their obligations to themselves, their workers, and their subcontractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times; and will take all practicable steps to ensure that their workers and subcontractors comply at all times, when working for Mainland Football.
2. The Service Provider shall apply best industry practice to ensure safety at all times.
3. Where Mainland Football advises the Service Provider of any safety rules, emergency procedures, the location and use of any emergency or safety equipment, hazards and hazard controls, go and no-go areas, access and authorisation requirements; the Service Provider shall ensure that all subcontractors and workers are informed of the same in a timely manner, and that they comply with such advice at all times.
4. The Service Provider has a health and safety policy, and a health and safety management system in place, which ensures their compliance with the Health and Safety at Work Act 2015.
5. Mainland Football has the right to monitor the Service Provider's activities and carry out a safety audit from time to time during the term of any contract.

The Service Provider also agrees to make available on demand to Mainland Football any documentation in relation this Acknowledgement, or relating to any aspects of health and safety in the workplace.

6. Mainland Football shall have the right to suspend any work at the Service Provider's expense where Mainland Football is not satisfied that all practicable steps are being taken to ensure the health and safety of workers and others.
7. The Service Provider will advise Mainland Football immediately of any incident or event, including those in which serious harm is caused or a significant hazard was involved; and will meet the requirements of the Health and Safety at Work Act 2015 in reporting serious harm accidents to the Worksafe NZ.
8. The Service Provider will advise Mainland Football immediately of any new hazard created during the term of any contract, and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.
9. Before beginning any work for Mainland Football, the Service Provider will carry out a systematic identification of hazards likely to be encountered, and will develop controls for all those identified as being significant hazards.
10. The Service Provider, their workers and subcontractors are suitably qualified; and hold all relevant certifications, licenses and permits for any of the work they are to undertake for Mainland Football.
11. The Service Provider agrees to make available for inspection on demand by the Mainland Football any documentation relevant to this Acknowledgement or in regards to health and safety issues generally.

Signed for and on behalf of the
Mainland Football by

Signed for and on behalf of the
Service Provider by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Form Four: Contractor/Subcontractor Selection Criteria Checklist

(To be completed for all potential contractors/subcontractors)

Contractor/Subcontractor:

Organisation/Company:

Completed By: (name/signature) Date:

ENSURE CONTRACTORS/SUBCONTRACTORS EVIDENCE:	Yes/No/NA
Appropriate qualifications	
Current registration	
Work training certificates	
Experience	
Cost/hourly rate	
Availability/flexibility to provide service established	
TWO REFEREES CHECK COMPLETED	1
	2
HEALTH AND SAFETY RECORDS EVIDENCED:	
Health and safety policy	
Health and safety training in:	
• Chemical handling	
• Manual handling	
• Use of lifting gear	
• First aid	
• Fire evacuation and extinguisher training	
• Protective clothing/equipment	
Safety records (if applicable):	
• Regular inspection of plant and equipment	
• Statement on previous safety performance	
Safety induction programme for new staff and temporary staff	
Hazard identification, assessment and management system	
Accident/incident reporting system	
Have you ever been investigated/prosecuted by OSH, or been served any notices by OSH?	
Insurances – public liability	
ADDITIONAL INFORMATION/COMMENTS	

Form Five: Contractors' Review Schedule

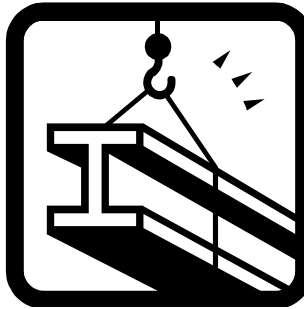
WORKSITE HEALTH AND SAFETY PERFORMANCE OF CONTRACTOR

Note:

Needs only be completed where the contractor is going to be on site for five working days or more.

A structured, documented plan of what is to be reviewed, by whom and when is to be developed by the contractor and Mainland Football's contact person.

This plan may be quite simple or rather complex, depending on the nature of the work being undertaken (hazards being introduced and the potential for harm to workers).



Considerations during the review to focus on issues such as:

- The agreed Hazard Management Plan.
- Incident and Events Registers.
- Site committee meetings / discussions with contractor.
- First Aid Register.

Part of the review is the completion of the "Worksite Health and Safety Performance Checklist" found at page 150 of this document.

Enter the agreed plan on page 149 of this document.

WORKSITE HEALTH AND SAFETY PERFORMANCE CHECKLIST

Contractor Name:

Reviewer:

What are the key hazards? e.g. noise, chemicals, working at height, ladders, machinery or equipment.

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How are the hazards managed?

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What personal protective equipment and clothing is needed? Is it being worn and is it well maintained?

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.....

What incidents/events have been reported?

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How are contractor staff managed on-site?

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How are Mainland Football staff protected from contractor created hazards?

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What emergency procedures are in place?

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Contractor is performing to the health and safety standards required by Mainland Football.

Yes/ No

Date:

If no, outline how the performance could be improved

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Form Six: Post-Contract Health and Safety Performance Evaluation

On completion of the contract, ensure that all aspects of the contractors' health and safety performance are reviewed against the tender and contract documents, and the monitoring of performance checks undertaken throughout the contract term. Record the outcome of the review to assist in determining the preferred contractor / supplier status for future work. Provide a copy of the review of their health and safety performance to the contractors for their files.

	Yes	No	N/A
<u>Pre-Contract</u>			
Has the Contractor's Health and Safety Questionnaire been received, evaluated, and is it signed by the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are health and safety expectations and responsibilities written into all proposals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the contract proposal or plan include health and safety management and information, procedures and responsibilities while on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it include staff training and competencies, certification and permits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Post-Contract</u>			
Was a "Permit to Work" required for this contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a "Permit to Work" issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did this include a Hazard Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a Worksite Health and Safety Performance Review Schedule developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were reviews undertaken as planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Worksite Health and Safety Performance Checklist been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a result of the work being completed, have any new hazards been introduced in the workplace?			

If yes – please add this to the hazard register, and alert the Health and Safety Rep.

Monitoring and Evaluation

Describe the outcomes of the reviews and checks undertaken and provide comment on overall performance in the area of health and safety of the contractor.

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Prepared by: Date:

Discussed with contractor: Date:

Copy provided to contractor: Date: