
Trig Construction Ltd

Health and Safety

Policy and Plan.

Valid: 15 April 2013 – 15 April 2015

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1) Policy Statement

Trig Construction Ltd is committed to health and safety and will take all practicable steps to provide a safe workplace for our Employees and their representatives. We will provide continuous improvement of health and safety by:

- Complying with the Health & Safety in Employment Act 1992 (HSE Act) and Health & Safety in Employment Regulations 1995 (HSE Regulations), standards and relevant codes of practice;
- Supporting the safe and early return to work of injured Employees;
- Accurately reporting and recording all workplace accidents, incidents and injuries;
- Providing adequate control of the health & safety risks arising from our work activities;
- Consulting with unions, our Employees and their representatives on matters affecting their health and safety and encouraging their participation;
- Providing and maintaining safe plant and equipment and safe systems of work;
- Supplying information, instruction and supervision for Employees;
- Ensuring safe handling, safe use, safe storage and safe transportation of hazardous substances;
- Making sure all Employees are competent to perform their tasks and to give them adequate training in this regard;
- Developing and using methods to prevent accidents and cases of work-related ill health;
- Maintaining safe and healthy working conditions;
- Providing the safe means of access and egress to and from places of work; and
- Reviewing, revising and evaluating our health and safety management systems and processes at regular intervals to ensure continuous improvement.

Management acknowledges and accepts its responsibilities for health and safety standards in the workplace. However, we seek cooperation from all Employees in achieving our health and safety objectives and expect that Employees will:

- Accept responsibility for health and safety to the extent of their control;
- Take all practicable steps to ensure their own and others' safety;
- Identify, assess and control hazards under their control;
- Use the Personal Protective Equipment (PPE) provided; and
- Report all hazards, accidents and incidents to their supervisor in a timely manner.

DIRECTOR:

SIGNATURE:

DATE:

2) Hazard Identification

Common Significant Hazards

The following common significant hazards are usually present or have the potential to occur at some stage during our work:

- Visitors and Contractors
- Trips and slips
- Electricity
- Ladders
- Power tools in use
- Illness/disease
- Scaffolding
- Excavations
- Falls from height
- Overhead work
- Moving vehicles
- Noise
- Manual handling.

These hazards and others are listed in the Induction and Training Cards (visual hazard register), held in each Site and Team Pack

Hazard identification is a major component of our Health and Safety Programme. We use one or more of the following methods to identify significant hazards prior to the commencement of any work.

1. Site Analysis

Pre-start Hazard Identification and Site Specific Safety Planning

Prior to the commencement of each job, having read the Induction and Training Cards and using our experience, we will register each job online.

This will involve completing an online Hazard Identification questionnaire that relates to the work we are about to carry out and a Site Specific Safety Plan (SSSP) questionnaire that covers key safety information for the site.

2. Daily Visual Surveys of the Worksite

The Site Supervisor, Employee or Contractor present, having referred to information on specific hazards contained in the Induction and Training Cards and using their experience, will review the worksite for any of the listed hazards.

They will update the Site Hazard Board by 'ticking' the hazards present on the Hazard Board or by writing any new hazard(s) identified on the Hazard Board as well as noting the appropriate method to prevent them from causing any harm.

3. Task Analysis

When conducting high-risk jobs such as roofing or other height related tasks the Site Supervisor or Contractor involved in the job will carry out a documented Task Analysis using the HazardCo Task Analysis Checklist to identify and document the hazards that relate to the specific job or task they are conducting.

Once completed, the Task Analysis will be discussed with all those involved on the job and signed off by the Site Supervisor or Contractor prior to the commencement of the work.

Where appropriate, the Site Hazard Board will be updated.

4. Physical Inspections

The Site Supervisor, using their experience and referring to information on specific hazards contained in the Induction and Training Cards and the Hazard Guide, will carry out regular informal visual inspections of the worksite to ensure that all significant hazards have been identified and controlled. A diary entry will be made to record any inspections along with any action taken to control any Identified Hazards.

When required, the Site Supervisor will conduct a formal inspection of the worksite using the HazardCo Site Audit Checklist.

3) Hazard Management

Once hazards have been identified they will be assessed and controlled using the required hierarchy of:

Eliminate:	Where practical, the hazard will be removed completely or we will...
Isolate:	The hazard will be separated from those working around it and if this cannot be done we will...
Minimise:	Where we cannot eliminate or isolate, we will then identify how else we can reduce the chance of the hazard harming anyone.

If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it will be classified as a significant hazard and will be controlled using the above methods (i.e. eliminate, isolate or minimise).

Significant hazards and their controls are listed in the following resources:

- Site Specific Safety Plan (generated when an online Hazard Identification is conducted)
- Induction and Training Cards (visual hazard register)
- Task Analysis Checklists available from HazardCo eg: working at heights)

Common significant hazards that relate to visitors to the worksite and the actions to control them are also written on the Site Hazard Board or Team Hazard Board and will be displayed at each entrance to the worksite.

The Site Supervisor or person in control of the worksite will be responsible for keeping the Hazard Board updated daily and ensuring that the hazard management steps are carried out.

The Site Supervisor or person in control of the worksite will also inform other Employees/Contractors and visitors to the site of any existing hazards and the requirement to identify and report any hazards or potential hazards they find on site. Where applicable, these hazards will also be recorded on the Hazard Board.

4) Training

We will ensure all Employees are either sufficiently experienced to perform their work safely or are supervised by an experienced person. Our Employees and Contractors will also be trained in the safe use of equipment, including the use and maintenance of Personal Protection Equipment (PPE).

Where applicable, Employees and Contractors will receive specific training such as working at height, confined spaces, use of hand and power tools etc.

We will maintain a record of Employee and Contractor training on the HazardCo Training Register and ensure it is updated regularly. A copy of our Training Register is available on request.

The Site Supervisor or person in control of the worksite will use the Induction and Training Cards as a reminder to conduct regular (weekly) informal training. This is to remind all Employees and Contractors working on the site of the hazards present and the expected action they must take to control these hazards. The supervisor will record such training sessions in their diary.

Any person working on the worksite at the time is required to participate in the appropriate training sessions.

5) Site Induction

We will provide a set of HazardCo Induction and Training Cards on each individual worksite to enable Employees and Contractors new to the worksite to be inducted to the site.

When applicable, the HazardCo Client Induction Cards will be provided to our clients to inform them of the hazards they will encounter when visiting the site.

The client will be expected to induct visitors they bring to the site when a Contractor is not present. Employees and Contractors are required to enforce the rules outlined in the Client Induction Cards to ensure visitor safety.

The Site Supervisor or person in control of the worksite is responsible for informing other Employees, Contractors and visitors of the hazards on site and for finding out what hazards, if any, they have brought to the worksite.

Visitors to the site will be met at the site's Hazard Board or at the front of the worksite and taken through the listed hazards.

The Safety Plan, Task Analysis or Induction and Training Cards will be used at the beginning of each project to induct all workers to the worksite. All site inductions will be recorded as a diary entry.

6) Monitoring and Review

We will ensure all Employees and Contractors are meeting the required standards of health and safety by conducting regular (weekly) Site Audits. The Site Supervisor or person in control of the worksite will use the HazardCo Induction and Training Cards as a guide, walk around the site and ensure that any significant hazards are being controlled. Site Audits will be noted in the supervisor's diary.

When required, a formal Site Audit using the HazardCo Site Audit Checklist will be conducted. Site Audit findings will be discussed at regular (weekly) Toolbox Meetings held on the worksite and recorded in the Site Supervisor's diary.

7) Site and Team Safety Plans

We will provide a Site Specific Safety Plan (SSSP) or a Team Safety Plan on all of our worksites. These will be stored in the HazardCo Site and Team Packs and will be available on request.

The SSSP and Team Safety Plans outline the following:

- Contact details for the Site Supervisor or person in control of the worksite;
- The responsibilities of the Site Supervisor, Employees and Contractors working on the contract;
- The Hazard Identification and Management process to be used on the worksite;
- A summary of how our Health & Safety Programme will be implemented for each job on which we are engaged;
- A list of hazards likely to be encountered on the worksite and the recommended controls that should be in place to control the listed hazards.

8) Accident/Incidents

In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111.

A first-aid kit and a person qualified in first aid will be on our worksites at all times.

We will ensure that if there is a serious harm injury, our Employees and Contractors preserve the accident site by leaving everything as it is until we have sought advice from HazardCo or have permission from the Labour Group (formerly DOL) to clean up or move anything. We will also take photos of the accident site as a record of what has happened.

All accidents and near-miss incidents will be recorded and investigated using the HazardCo process outlined below.

9) Injury/Incident Reporting and Recording

We will ensure that there are suitable recording and reporting processes in place on each of our worksites. The Injury Notification and Accident Investigation forms for recording and reporting any incident or injury, including serious harm injuries, will be available on the worksite in each Site and Team Pack.

These forms are also available from HazardCo who will email them to us in the event of an accident.

Employees and Contractors are expected to report all injuries and near-miss incidents to their Site Supervisor or the Principal to a Contract, as well as to HazardCo for recording purposes. The Site Supervisor or person in control of the worksite will report all serious harm accidents to the Principal.

Minor injuries and near misses that are reported will be recorded by the Site Supervisor or person in control of the worksite using the prescribed form, forwarded to HazardCo and discussed at the next safety meeting.

HazardCo will oversee the reporting and investigation of accidents and incidents. This is to ensure that the Injury Notification and Accident Investigation forms are completed correctly, any causes are identified and that any remedial action proposed is appropriate.

All serious harm injuries will be reported to the Labour Group (formerly DOL) verbally as soon as possible, as well as in writing within 7 days using the prescribed form.

10) Investigating Accidents and Incidents

We will investigate all accidents, incidents and near misses to determine whether they were caused by significant hazards. Where applicable, we will also find out what controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.

All persons present at the time of the accident/incident are expected to assist in any investigation.

The Site Supervisor or person in control of the worksite is responsible for investigating accidents and documenting their findings on the HazardCo Accident Investigation Form.

HazardCo will review all Accident Investigation Forms and provide assistance and advice to manage any identified hazards in relation to any accident.

11) Emergency Procedures

Each HazardCo Site and Team Pack contains an Emergency Plan template, which contains the following:

- What to do if someone is injured on site;
- What to do if there is an emergency such as a fire or an earthquake;
- Important emergency contacts; and
- The location of the assembly area(s).

A summary of the Emergency Plan is also listed on the Site and Team Hazard Boards.

The Site Supervisor or person in control of the worksite is responsible for ensuring that the Emergency Plan is up to date, on site, all Employees and Contractors have read it and are familiar with its content. All Employees and Contractors will be taken through the Emergency Plan as part of their site induction.

12) Notifiable Works

The requirement to notify the the Labour Group (formally DOL) is defined in the Health & Safety Regulations Sections 2 and 26, and a summary of these is held in the HazardCo Site and Team Packs.

Where notifiable work is to be carried out by the company, the Labour Group will be informed in writing at least 24 hours prior to commencement of such work using the Notifiable Works Form also held in the HazardCo Site and Team Packs.

The Principal to a contract will be provided confirmation of any notifiable works and a copy of the notification for their records.

If engaged on notifiable work, our Site Supervisor will be the holder of an appropriate safety qualification.

A copy of the completed Notifiable Works Form will be held in the HazardCo Site or Team Pack and blank forms can be downloaded from the HazardCo website (www.hazardco.com).

The HazardCo SSSP process ensures that the Notifiable Works Form is automatically produced. We then complete this form and fax directly to the Labour Group prior to the commencement of any notifiable work.

13) Safe Plant and Equipment

We will ensure that all plant and equipment supplied to Employees and/or Contractors is of the required standard and is in good working order with all safety mechanisms intact. If any equipment is not in safe working order it will be removed from service and repaired by a competent person before use. Employees and/or Contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault.

We will ensure our Employees and Contractors have suitable Personal Protection Equipment (PPE) relevant to the plant being used and make certain that they have been trained in the correct use and maintenance of such equipment. We will ensure that Contractors supply suitable PPE appropriate for the job they are undertaking and make sure it is used and maintained correctly.

14) Site Safety Representative

We will appoint a representative to actively promote health and safety in our workplace to ensure appropriate safe work practices are in place on site.

This person will be made known to all Employees and Contractors on site and may be a dedicated health and safety person, a supervisor, senior worker or a director who is designated to act on behalf of the company with regard to health and safety.

15) Communication

Appropriate communication will be established with all persons working on our site to ensure all information regarding safety is passed on. This will include the notification of hazards brought on to the site or created during the course of our work.

This will be implemented during Site Inductions, regular Toolbox Meetings and verbally as required throughout the job. The aim is to ensure that all workers and visitors to the site are aware of the hazards as they arise and equally be advised when they no longer exist.

If English is a second language of any Employees or Contractors, we will ensure hazards and their controls are effectively communicated to them using the HazardCo visual tools such as the Induction and Training Cards.

16) Contractor Management

When engaged as the Principal to a contract we will take all practicable steps to manage the safety of our Employees and Contractors whilst working under that contract.

As part of this we will ensure new Contractors are pre-qualified to ensure they meet our minimum standard of health and safety compliance and existing Contractors have a system that also meets this standard.

The minimum required standard for any Contractor working for us is outlined below. They must provide evidence of an 'active' on-site health and safety system that contains the following elements:

- A Site Induction process for visitors and Contractors;
- A Hazard Identification and Management process;
- Relevant training records for staff and supervision of inexperienced staff;
- An Accident/Incident and Investigation Reporting process;
- A Monitoring and Review process;
- An Emergency Procedure; and
- A Notifiable Works process.

Where applicable, HazardCo will assist with ensuring all Contractors meet this minimum requirement.

17) Hazardous Substances

As required by the Hazardous Substances and New Organisms Act (HSNO Act) 1996, we will ensure that when using hazardous substances, no action or inaction of our Employees or Contractors causes an adverse effect to the environment or any harm to any person coming in contact with that substance.

We will ensure the correct and safe use, handling, storage and transportation of hazardous substances and where required, our Employees and Contractors will have the correct handling or storage licences. When hazardous substances are used on our worksites, we will ensure that Material Safety Data (MSD) sheets are held on site and are readily available in the event of an emergency.

18) Obligations

The following is a summary of the main legal obligations contained in the Health & Safety in Employment Act 1992 and subsequent Amendments. Definitions of relevant terms contained in the Act are also included:

Every Employer and Principal must comply with health and safety legislation. You are legally required to protect Employees (including Contractors) and any other person who enters your place of work.

As an Employer or Principal you are required to take all practicable steps to make the workplace safe.

The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking all practicable steps to eliminate, isolate or minimise those hazards. You must first look to eliminate any hazard that exists - if you cannot you must isolate the hazard. If you cannot isolate, you must decide how the risk of injury can be minimised.

Employers and Principals are also required to take all practicable steps to provide staff training and supervision. Staff must be made aware of potential hazards and there must be a system for dealing with any emergencies that occur at work.

Employers and Principals must notify the Labour Group of incidents involving serious harm.

Contractors are legally required to inform their Employer or Principal of any hazards that arise from their work. Contractors should ensure they have received all necessary health and safety information from the Employer or Principal.

Principals cannot contract out of health and safety obligations.

19) Definitions

All practicable steps means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazard and how difficult or expensive it is to put protections in place.

Accident/Incident means an event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed.

Workplace/Worksite means a place (whether or not within or forming part of a building, structure or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward.

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

Significant hazard means a hazard that is an actual or potential cause or source of serious harm.

Harm means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

Serious harm means death, or harm of a kind or description set out in the first schedule to the Act, or declared by regulation to be 'serious' for the purposes of this Act.

Hazard control means managing a significant hazard through Elimination, Isolation or Minimisation and Monitoring.

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

Employer means a person who employs any other person to undertake any work for hire or reward.

Contractor means a person engaged by any person (otherwise than as an employee) to perform any work for gain or reward.

Employee means any person of any age employed by an Employer to undertake any work for hire or reward under a contract of service.

Visitors include groups such as customers, hospital patients, Contractors or other visitors to the workplace, an employee's family, passers-by and any other person who may be affected by the work activity.

Persons in Control of the Worksite includes a person who owns, leases, subleases or occupies a place of work, or who owns, leases or subleases plant or equipment used in a place of work.