

HEALTH & SAFETY BLUEPRINT

Whether your business operates in a high risk industry sector or not, the Health and Safety in Employment Act (1992) outlines that all employers carry a duty of care toward your employees and any other individual who may frequent your workplace.

As an employer, there are several steps you need to take to be seen as a company that proactively promotes Health, Safety and Wellbeing in the workplace.

Stage 1: Develop Your Health and Safety Policy:

Your **Health and Safety Policy**, is a framework from which all your Health and Safety workplace initiatives are derived from. It should include the initiatives and management of safety of your employees, customers, as well as that of visitors and contractors to the Company premises.

- **Consult with your staff** - research shows, that for the successful development and implementation of a Health and Safety Policy, all employees should be consulted at the beginning of the process.
- identify the key health and safety issues
- build your company policies to address these issues.
- ensure senior management commit and actively promote your company's Health and Safety policy.
- Tailor your policy to suit your company's requirements, and take into account the industry sector, culture, structure and size of the company.

Stage 2: Build your Health and Safety Plan:

Develop your **Health and Safety Manual** clearly outlining the Health and Safety plan for your business. Be specific. Your policy should contain the following:

- **Administration and accountability:**
- **Management's Responsibilities**
- **Employee Responsibilities**
- **Schedule for Health and Safety meetings** – you may choose to tie this in with scheduled staff meetings, or they may be held at intervals e.g. monthly.
- **Record findings on a Health and Safety Meeting form.**
- **First Aid Arrangements** - There is no legal definition of how many trained First Aiders you require. The number of First Aiders will depend on the hazards in your workplace, the number and location of your employees and how close you are to medical services
- **Develop a robust hazard and Risk assessment of the workplace in order to build a Hazard Register.**

Stage 3: Hazard Identification and Management:

A Hazard management plan can help you create a safe and healthy workplace. Here are the steps to building your plan

You want to build a Hazard register which records known hazards, their risk rating, and the control measures surrounding that risk, to do this you need to follow these four steps:

1. **Conduct a complete Hazard/Risk assessment of the workplace.** (and any new sites as they arise).

If you have any questions, please call 0800 CHAMBER (0800 242 623).

DATE: NOVEMBER 2014

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2. **Identify** hazards and record them on HRtoolkit's simple and easy to follow **hazard control sheet** This is a great instrument to help you rate the risk associated with each hazard.
3. **Compile** your completed your hazard control sheets, into one document so you can gain an overall understanding of where your business health and safety risks lie. HRtoolkit's simple **Risk Matrix Rating Table** makes this simple
4. **Action control measures for identified hazards**, a helpful tool from the **HRtoolkit** is the **Hazard Management Process flowchart**, which helps step you through the hierarchy of action is:
 - **eliminate, if not possible then**
 - **isolate, if not possible then**
 - **minimise**
5. **Build your Hazard Register utilising the HRtoolkit Hazard Register template.**
6. **Review** on an annual basis – (or sooner in the case of a serious harm incident) you don't need to reinvent the wheel, just read over existing Hazard/Risk Assessment form(s) and make adjustments to your **Hazard Management Plan**, in light of new information.

Stage 4: Investigating Accidents and Near misses

In order to prevent recurrences of accidents or near misses, ensure you complete the **Accident Investigation form**

Accident Investigation aims to ensure that injuries do not happen, and that preventable accidents do not happen, an Accident Investigation MUST be performed in the following circumstances:

- i. The event of an injury requiring medical attention
- ii. The event of an injury requiring lost time from work
- iii. The event of a serious harm injury
- iv. In the event of a preventable accident/near miss*

*A preventable accident/near miss is one that where steps could have been taken to prevent the accident/near miss happening. For example, tripping over wires that have been left across corridors, incorrect stacking meaning that goods fall from height onto people etc.

- **Near Miss Recording, Reporting and Investigation** - In the unfortunate event that there is an accident or a near miss it is important that everyone learns from this, and puts in place measures to prevent any recurrence.
- **Record accidents and near misses** - this enables you to track any trends which may highlight further preventative measures that may be implemented. Utilise **HR toolkits Accident investigation form**
- Recording should be in relation to any person on site including employees, contractors, visitors etc. The **accident investigation form** must be completed for:
 - Every accident at the workplace
 - A serious harm accident that happened to a person at the workplace
 - A near miss incident that did not cause harm but may have done so in other circumstances.
- Accident and Serious harm Report Forms are available from www.osh.dol.govt.nz/order/catalogue/forms.shtml

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