

TE AWAMUTU  
**BIBLE CHAPEL**

Love God  Love the Church  Love the Lost 

# Health & Safety Management Plan 2021

*This H&S Program© is supplied with compliments*

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Safety First, Safety Always

## Contents

	Page
Commitment to Health & Safety	3
Hazard & Risk Identification	5
Identifying Hazards & Risks – The check list	5
Identify	5
Assess	5
Control	6
Hierarchy of controls	6
Reassess	7
Review	7
Hazard/Risk Identification	8
Health & Safety at work ACT 2015	8
What should we as a duty holder focus on when managing risk?	8
Overview of a risk management process	9
Further information	9
New hazards and risks	10
Overlapping duties	10
Incidents, near miss and accidents and first aid	11
Incident and accident investigation	11
First aid	13
How many first aiders do we need?	13
Suggested minimum contents for a workplace first aid kit	14
Notifying Worksafe	15
Notifiable incident	18
Meaning of notifiable incident	18
Employee/worker training in Health & Safety	19
Emergency plans	20
Fire evacuation	20
Earthquake	20
Chemical (Hazardous substance) Spill/release	20
Contractor management	21
Onsite procedure	21
Fatigue Management	22
<a href="#">Relevant Policies and Procedures available</a>	
Child, Youth Protection & Child abuse reporting procedures	
Suicide Discloser Policy & Procedure	
Aggravated Conflict Management	
Lockdown Policy & Procedure & Active Armed Offender Guidelines	
Harassment/Bullying Policy	
Complaints Procedure	
Smoke Free Working Environment	
Food Safety Policy	
Connect Group Policy and Procedures	
Covid 19 Management	
Vehicle Policy & Procedures	
Trailer Policy & Procedures	
Theft & Fraud Prevention	
Credit Card Policy	
Privacy Policies and Procedures	
Social Media Policy	



# Commitment to Health & Safety

The Te Awamutu Bible Chapel (TABC) is committed to the protection of its members, employees (workers) other people and property from environmental hazard and accidental injury and illness.

To meet these objectives, management undertakes to:

- Provide safe equipment and a safe working environment
- Establish and ensure safe work practices
- Strive to comply with the Health and Safety at work Act 2015 and regulations

Safety in the workplace is the joint responsibility of the employer and the employee, for in the event of infringement, both parties may be deemed responsible, and for this reason it is necessary that all staff (including volunteers) know their responsibilities. Accidents in the workplace are avoidable, and safe work habits together with safe equipment will minimize the risk of personal injury.

Officers understand that the Person Conducting the Business or Undertaking (PCBU) must ensure, so far as is reasonably practicable, the health and safety of workers and other people so that they are not put at risk. This is our primary duty of care.

**Primary duty of care includes**, so far as is reasonably practicable: Providing and maintaining:

- A work environment without risks to health and safety
- Safe plant and structures
- Safe systems of work
- Ensuring safe use, handling and storage of plant, structures and substances
- Providing adequate and accessible welfare facilities for workers
- Providing information, training, instruction or supervision necessary to protect all persons from risks to their health and safety from work processes
- Monitoring workers' health and conditions at the workplace to prevent injury or illness.

A PCBU that manages or controls a workplace must ensure, so far as is reasonably practicable, the workplace, the means of entering or exiting the workplace, and anything arising from the workplace are without health and safety risks to any person.

## PCBUs with overlapping duties

Officers understand that more than one PCBU can have a duty to the same matter. Where this happens the PCBUs have overlapping duties.

Officers understand that PCBUs that share no contractual relationship may still share overlapping duties, such as when they work on the same site or area.

Officers understand that PCBUs must discharge their overlapping duties to the extent they have the ability to influence and control the matter, and must so far as is reasonably practicable, co-operate, coordinate and consult with others in the workplace.

## Due Diligence

Management/officers/directors need to be committed to due diligence in relation to health and safety. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of work health and safety matters,
- Gain an understanding of the nature of the operations of the business and generally of the hazards and risks associated with those operations
- Ensuring the church operation has available for use, and uses, appropriate resources and processes to eliminate or minimize risks to health and safety
- Ensuring the church operation has appropriate processes for receiving, considering and responding in a timely way to information regarding incidents, hazards and risks
- Ensuring the church operation has and implements processes for complying with its duties under the Health and Safety at work act 2015
- Verifying the provision and use of resources and processes.

## Individual responsibility

All staff (including volunteers) need to be responsible and accountable for ensuring continuous health and safety practices are maintained and carried out in their work activities.

- Each member of staff (including volunteers) are to recognise responsibility for themselves and others safety.
- This includes a commitment to provide and maintain a safe working environment.
- New staff and volunteers are shown safety precautions and safety gear by senior staff. These safety procedures need to be followed by new staff.
- Safety gear as demonstrated needs to be worn when operating machinery or carrying out procedures that require the use of safety equipment.
- All staff and volunteers need to be made aware if any health and safety issues arise.
- A report will be entered into the injury and accident register when an incident occurs
- All practicable steps need to be taken to eliminate or minimise the risk of injuries and/or illness from identified actual and potential hazards.

## Requirement for accurate reporting and recording of incidents and injuries

Accurate reporting and recording provides information which enables in house investigation and for the authorities, to identify where and how risks arise, and to investigate serious accidents.

With this information, the enforcing authorities are able to help and provide advice on how to reduce injuries in the workplace.

Record and investigate “near-miss” incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious.

## Reviews

Officers understand the need to regularly review and reassess the effectiveness of the overall H&S plan and undertakes to do so. As well as regular two-way communication with staff and volunteers around current Health and Safety hazards/risks and controls.

# Hazard & Risk Identification

## How We Carry Out Hazard & Risk Identification

- The hazard & risk register identifies those hazards and the corresponding risks that may cause harm to staff and others. The process for identifying hazards and risks is outlined in this section.
- The first step is to endeavour to eliminate the risk. If it can't be eliminated, then it should be minimized.
- The following outlines how controls are put in place for identified hazards and their corresponding risks.
- It is important that the hazard/risk register is updated on a regular basis, taking feedback from those "at the coal face"

## Identifying Hazards & Risk — The Check List

- **Identify** hazards
- **Assess** the level of risk using the risk matrix
- **Control** Eliminate or minimise the risk using the hierarchy of controls
- **Reassess** the residual level of risk
- **Review** control measures

## Identify

- We think about processes events and other activities carried out by our church operation.
- Many jobs and activities involve several hazards
- Some are trivial, while some can kill
- We focus on the most significant risks before managing the less serious

## Assess

- We focus attention on the risks that could cause permanent injury, illness or death to our member, staff, volunteers or others....even if this is not very likely
- Our staff and volunteers are our greatest source of information during the risk assessment process
- To determine the level of risk we use the risk matrix

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

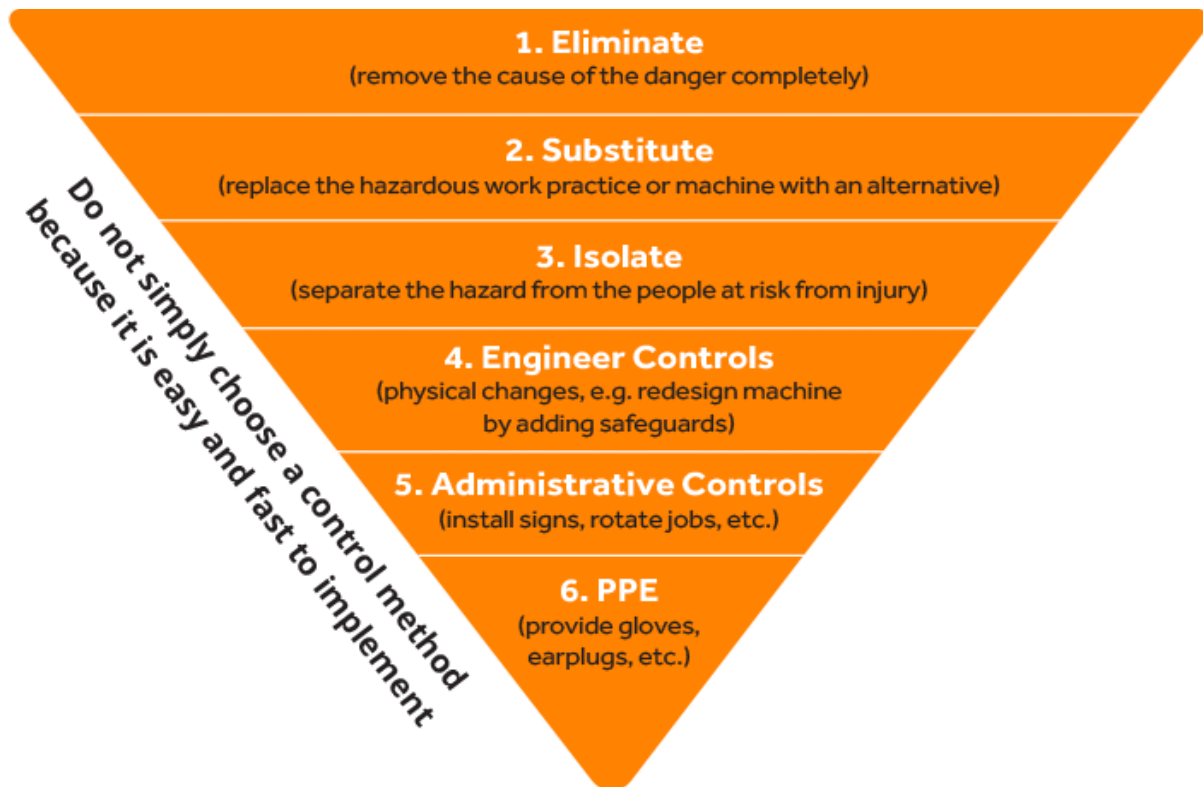
The greater the impact and more likely it is to happen, the greater the risk. The more necessary/important the intervention/control.

## Control

- We must do what is reasonable and practical to eliminate the risk
- Where it can't be eliminated it must be minimised by choosing the best control for the situation
- Section 30 of the health and safety at work act, requires us to eliminate risks so far as reasonably practicable.
- This means 1: Consider the level of risk. 2: what we know as those working in the industry or operation, about ways of controlling it, and the cost. (This doesn't mean that if the control is too expensive it can be dispensed with)
- If the risk of death or serious injury exists, the question should be "is the job worth the risk"

We use the following Hierarchy, when putting in place controls. 1) being most effective. 6) being used to minimise any remaining risk after 1 to 5 have been used.

- **Eliminate** the hazard. If this isn't practicable then *Minimise by*
- **Substitute** the hazard (use a safer alternative)
- **Isolate** the hazard (use barriers, time or distance)
- **Engineering** controls (adapt tools or equipment to reduce the risk)
- **Administrative** (work processes) controls (develop methods of work to reduce the risk)
- **Personal protective Equipment** (PPE)



## Reassess

We may not always get our risk assessment right the first time.

If the risk is still too high. We go back and reassess it.

Completing a task Analysis Statement for any high risk, new or complex activity

A task analysis is required for

- Notifiable work
- Permit to work systems
- work requiring a certificate of competence
- high risk work as defined by regulations
- new or complex activity
- when it is required in a contract
- when your risk assessment results in a high or critical level of risk

## Review

Control measures should be regularly reviewed to make sure they are effective

We review by repeating the process of

- 1: [Identifying](#) the hazards/risks
- 2: [Assessing](#) the risk
- 3: [Controlling](#) the risk
- 4: [Reassessing](#)



## Hazard/Risk Identification

### Health and Safety at Work Act 2015

#### Subpart 1: Key principles relating to duties

- Management of risks
- A duty imposed on a person by or under this Act requires the person
- to eliminate risks to health and safety, so far as is reasonably practicable; and
- If it is not reasonably practicable to eliminate risks to health and safety, to minimize those risks so far as is reasonably practicable.

A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

### Health and Safety at Work Act 2015

#### Subpart 2: Duties of PCBUs

##### Primary duty of care

A PCBU must ensure, as far as is reasonably practicable, the health and safety of—

Workers who work for the PCBU, while the workers are at work in the business or undertaking; and  
Workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Without limiting subsection (1) or (2), a PCBU must ensure, so far as is reasonably practicable, the provision and maintenance of a work environment that is without risks to health and safety; and  
f.the provision and maintenance of safe plant and structures; and

- the provision and maintenance of safe systems of work; and
- the safe use, handling, and storage of plant, substances, and structures; and i.the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

## Statement from Worksafe NZ:

What should you as a duty holder focus on when managing risk?

*We want you to better manage risk by thinking more broadly about risk, not just spotting work-related hazards. This means thinking about the root cause of any harmful event, the likelihood it will occur and the consequences if it does. You should think about anything that may help you manage risk, including improved business practices and training, and adequate communication with workers.*

## How we identify Hazards

- Walk around our premise, thinking about work tasks and processes (taking into account activities our members are involved in, onsite) Identify actual and potential hazards
- Taking feedback from staff and other concerned
- Taking into account operational experience Ask "what if.....?" (What's the worst-case scenario Health and Safety wise. Taking expert advice where needed)
- List the hazards, identifying the risks caused by that hazard

## Method used:

- Physical inspections of the work area, equipment, and practices
- Analysis of tasks and how they are carried out by staff, volunteers and others
- Analysis of processes carried out
- Analysis of previous near miss incidents.
- The above leading to identification of hazards analysis of hazard, significant or other wise and controls needed (see next page)

## Summary/Quick Overview of a Risk Management Process

Step 1: Identify the work hazards that could harm workers or others.

Step 2: To identify the risks to be managed, think about:

- Who is exposed to the hazard?
- How likely could harm arising from the hazard?
- What could happen if the harm does occur?

Step 3: Then work out what should be carried out to:

- Reduce the seriousness of the harm if it does occur.
- Prevent or reduce the chances of the harm occurring.

Step 4: Reassess & Monitor

- Regularly checking that control measures are still working to manage the risk.

## Further information available when identifying hazards/risks and developing controls:

Health and Safety at Work Act 2015 and its regulations

Worksafe NZ booklet: [Safe use of machinery \(May 2014\)](#)

## ACC information

- ACC Worksafe Cycle, Review, plan, action: Hazard management Incident investigation Training & supervision Employee participation Emergency readiness Contractor management Injury management.
- Guidelines to understanding the audit standards for safety management practices
- Workplace Safety Application Self-assessment tools and guidelines

**Manufacturer's instructions:** Manufacturers and suppliers must give thorough and easy-to-understand instructions on how to use the machine safely (HSE Regulations 67(3) & (4)). People who make and supply protective clothing and equipment have similar duties. Any instructions must explain: > hazards linked to the machine > how to install the machine safely > how to operate the machine safely > safe ways to clean and adjust the machine > how to maintain and repair the machine > regular replacement of parts of the machine that wear > how to safely take the machine out of service and take it apart > any other relevant matters.

## New Hazards & Risks

Encourage the reporting from staff/ volunteers/ members of new Hazards/Risks and apply the same process as above, as they arise.

- Manage hazards before accidents or incidents happen. If harm occurs then it's important to systematically record, investigate and respond to the event.
- Keep an up-to-date register of workplace accidents and incidents. The accident register must include all accidents or incidents that harmed or might have harmed (a near miss) any person
- Complete an investigation for all accidents or incidents.
- Investigate the cause of all accidents or incidents so as to take steps to manage the hazard.
- Keep a copy of the written notice in the accident register.

This information when analysed will provide assistance in identifying significant hazards

## Working with other Businesses/Organisations (PCBU's) concerning overlapping duties

We understand the need to work with other businesses or organisations (PCBU's) concerning Health and Safety when duties overlap.

As far as reasonably practicable our organisation will coordinate, cooperate and consult with other PCBU's about the Health and Safety duties they share in relation to the same matter.

We are not only responsible to the workers/volunteers we employ or contract. We are also responsible to workers/volunteers or others we influence and direct.

We will manage our overlapping duties and risks to the extent of our ability to influence and control the health and safety matter.

We will do this by

- Entering into reasonable arrangements with other PCBU's about their overlapping duties.
- Plan how to control and monitor risks, and to ensure risks are not passed on or increased due to the arrangement. This can make risk management more efficient and improve communication between PCBU's.

We will work with other businesses at the same location by

- Identifying the health and safety risks that need managing.

- Planning ahead, by thinking through every stage of the work.
- Recognise how the work could affect other PCBU's and the public.
- Agree together which PCBU is best placed to control each risk.
- Clearly define roles, responsibilities and actions, and explain these so everyone knows what to expect.
- Do reasonable and proportionate monitoring, to make sure the arrangements are working.

## Incidents, Near Misses and Accidents and First Aid

We understand that when an incident, accident or near miss occurs, it is important to document it.

A near miss is when there could have been an accident, but no one was injured.

Carry out an investigation.

We then analyse why it happened.

The following gives the outline on this. We have a separate book, to record in.

[See information following showing what needs to be reported to WorkSafe](#)

### Incident and Accident Investigation

**Accident** is an undesired event or sequence of events causing injury, ill-health or property damage.

**Near Miss** describe incidents where, given a slight shift in time or distance, injury, ill health or damage easily could have occurred, but didn't this round.

**Incident** an incident is an unplanned, undesired event that hinders completion of a task and may cause injury or other damage.

### Procedure immediately after

- When an injury or near-hit/near-miss has occurred the employee (worker) volunteer or church member is to report the near miss/ injury or accident.
- Ensure they get the appropriate first aid and/ or treatment.
- Update the incident/injury register (If serious harm Worksafe NZ is to be notified, see information below).
- Investigation into what caused and contributed to the near miss/ incident/injury.
- Controls put in place to ensure that the reoccurrence of this near miss/incident or accident is eliminated, or minimised (see procedure in document 2 Hazard/Risk Identification)
- Action the health and safety issues identified and feed results back to all concerned

## Procedure following the incident/injury

- If any new hazards/risks are identified from the incident these are to be noted in the hazard/risk register.
- Search and discuss ways these can be eliminated or minimised.
- Decide on a time frame to develop and implement the appropriate actions.
- Any hazard/risk related issue needs to be monitored.

## Process for corrective actions/deficiencies identified, process for feedback into hazard management

When a near miss, incident or injury occurs, it can reveal that a hazard has not been successfully controlled. It is vital that the incident or injury is thoroughly investigated and that hazards are identified, controlled and made part of your regular hazard management process.

When investigating incidents and injuries (including illnesses), we realise it is important not to place blame, but to Focus on the facts - noting down what happened. Asking :

- Why did it happen?
- What was the hazard/Risk involved?
- What control did we have in place to manage that hazard/Risk?
- Why did our control not work?
- This process to begin at the time of the near miss, incident or injury.
- If the incident is serious (as per Work safe guidelines) and needs to be reported to Worksafe, this will happen immediately
- If the incident does not need to be reported to Worksafe the internal investigation will be started the same day

## Central Document

Accidents and near misses provide valuable information for assessing the need for better controls and injury prevention measures.

This information needs to be collated in a central source where it can be analysed and compared with previous accidents and incidents.

This analysis should be carried out with the purpose of observing any pattern that may emerge, leading to clearer identification of hazards and more effective controls. Steps:

- Information of each incident or accident entered into the accident reporting form
- After the completion of each form (following an accident or near miss) the nature and circumstances of this last incident or accident is compared to previous reports, looking for any trends or similarities with previous.
- Once this information is obtained and analysed suitable controls are to be put in place

We also realise that when we investigate incidents and injuries and discover a hazard/Risk that has not previously been identified or perhaps, not successfully controlled : This Hazard/Risk must now be included in our hazard management system.



## First Aid

Duty to provide first aid (General risk and workplace management regulations 2016)

A PCBU must ensure that—

- adequate first aid equipment is provided for the workplace; and
- each worker at the workplace has access to the equipment; and
- workers have access to facilities for the administration of first aid. an adequate number of workers are trained to administer first aid at the workplace; or
- workers have access to an adequate number of other persons who have been trained to administer first aid.

In complying with sub clauses (1) and (2), the PCBU must have regard to all relevant matters, including—

- the nature of the work being carried out at the workplace:
- the nature of the hazards at the workplace:
- the size and location of the workplace:
- the number and composition of the workforce at the workplace.

A PCBU who contravenes this regulation commits an offence and is liable on conviction

- for an individual, to a fine not exceeding \$10,000
- for any other person, to a fine not exceeding \$50,000

*Information taken from Document "First aid for the work place", Department of Labour August 2011. This document is still used and available in full, from the Worksafe NZ web site*

*Statement from Worksafe website : (2018)* While this guidance (concerning first aid) has not been updated to reflect current work health and safety legislation (the Health and Safety at Work Act 2015 and regulations), it may still contain relevant information and practices to keep workers and others healthy and safe. Please read this guidance in conjunction with all relevant industry standards that apply to you as a PCBU. This guidance will be progressively reviewed and either updated, replaced with other guidance, or revoked.

## How many first aiders do we need?

How many trained first aiders you need will depend on the hazards in your workplace, the number and location of your employees and how close you are to medical services.

Completing the Needs Assessment will give you an idea of how many trained first aiders are needed at your workplace.

## Think about:

- ensuring that first aid cover is provided on all shifts
- rosters and managing planned/unplanned absences to ensure that a first aider is available during working hours
- determining if the level of first aid response is appropriate to the hazards faced by workers

## Suggested minimum contents for a workplace first aid kit

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

- a manual giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers)
- two sterile eye pads
- two individually wrapped triangular bandages (sterile)
- clasps or safety pins to tie bandages
- two stretch bandages
- six medium sized, individually wrapped wound dressings — approximately 12cm x 12 cm
- two large sterile individually wrapped wound dressings — approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask. This is a suggested contents list only, you may want to use equivalent but different items. When you do your Needs Assessment you may identify a need for additional items. This could include, for example:
  - adhesive strips or Band-Aids for minor wound dressing
  - non-allergic adhesive tape
  - disposable aprons
  - forceps or tweezers to remove foreign bodies
  - individually wrapped moist wipes or saline solution
  - plastic bags for waste disposal
  - hand sanitiser
  - Scissors

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

## Notifying Worksafe

Conditions under which Work safe NZ must be notified:

Notifiable death

A person has been killed as a result of work

If someone has been killed as a result of work, then you MUST notify Worksafe NZ immediately:

- Phone 0800 030 040 (WorkSafe)
- In case of emergency, phone 111

## Notifiable Injury

Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment

‘Admitted to a hospital’ means being admitted to hospital as an inpatient for any length of time – it doesn’t include being taken to the hospital for out-patient treatment by a hospital’s A&E department, or for corrective surgery at a later time, such as straightening a broken nose.

## Amputation

If a person has suffered the amputation of any part of the body, and the injury requires immediate treatment other than first aid, then you MUST notify us.

Amputation includes the amputation of

- a limb (arm or leg)
- other parts of the body (hand, foot, finger, toe, nose, ear)

## Serious head injury

If a person has suffered a serious head injury, and the injury requires the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

A serious head injury includes:

- skull fracture
- losing consciousness
- blood clot or bleeding in the brain
- damage to the skull that may affect organ or facial function
- temporary or permanent memory loss from a head injury.

## Serious eye injury

If a person has suffered a serious eye injury, and the injury requires the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

A serious eye injury includes:



- injury that results in, or is likely to result in the loss of an eye or vision
- injury caused by an object entering the eye (e.g. metal fragment, wood chip)
- contact with any substance that could cause serious eye damage.

A serious eye injury does not include exposure to a substance or object that only causes discomfort to the eye.

### Serious burn

If a person has suffered a serious burn, and the burn needs intensive or critical care such as a compression garment or skin graft, or the burn requires the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

You do NOT need to contact us if the burn can be treated by washing the wound and applying a dressing.

### Serious injury

If a person has suffered a spinal injury, and the injury would normally require the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

A spinal injury includes an injury to the cervical, thoracic, lumbar or sacral vertebrae, including discs and spinal cord.

A spinal injury does NOT include back strain or bruising.

### Loss of bodily functions

If a person has suffered the loss of a bodily function including, for example, through electric shock or acute reaction to a substance used at work, and the injury would normally require the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

The loss of a bodily function includes loss of:

- consciousness or speech
- movement of a limb
- function of an internal organ
- senses e.g. smell, touch, taste, sight or hearing.

Loss of bodily function does NOT include:

- Fainting not due to a work-related cause
- A sprain, strain or fracture that does not require hospitalisation (except for skull and spinal fractures).

## Serious lacerations

If a person has suffered serious lacerations and the injury would normally require the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

Serious lacerations include:

- Serious deep cuts that cause muscle, tendon, nerve or blood vessel damage, or permanent impairment
- tears to flesh or tissue which may require stitching, gluing or other treatment to prevent the losing their function and/or getting infected.

A serious laceration does NOT include:

- superficial cuts treatable by cleaning the wound and applying a dressing
- minor tears to flesh or tissue.

## Skin separation

If a person has suffered an injury resulting in skin separating from underlying tissue (degloving or scalping), and the injury would normally require the person to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of the injury occurring, then you MUST notify us.

This includes skin separating from underlying tissue where the tendons, bones, or muscles are exposed.

## Notifiable Illness

### A person has been made unwell as a result of work

If a person contracts an illness as a result of work and needs to be admitted to hospital for immediate treatment or needs medical treatment within 48 hours of exposure to a substance, then you MUST notify us.

In addition, you MUST notify us if a person contracts a serious illness as a result of:

- working with micro-organisms
- providing treatment or care to a person
- contact with human blood or bodily substances
- handling or contact with animals, their hides, skins, wool or hair, animal carcasses or waste products
- handling or contact with fish or marine animals
- exposure to a substance, natural or artificial such as a solid, liquid, gas or vapour.

## Notifiable Incident

People's health and safety are seriously threatened or endangered as a result of a work situation

If an unplanned or uncontrolled incident occurs where people's health and safety is seriously endangered or threatened, then you must notify us.

This must be an immediate danger or imminent danger.

People can be at serious risk even if they are some distance from the incident (e.g. gas leak).

### Meaning of notifiable incident

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

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

Despite subsection (1), **notifiable incident** does not include an incident declared by regulations not be a notifiable incident for the purposes of this Act.

## Employee, Volunteer Training in H&S

When a new staff member or volunteer commences, we go over our organisations training document as part of his/her induction training. Depending on the type of work being carried out by the new staff member or volunteer we may need to add other areas of training.

Both the trainer and staff member or volunteer sign off the Training Document, once the staff member or volunteer fully understands the Safe Operating Process.

There is adequate supervision given by an experienced supervisor until the staff member or volunteer is confident in the tasks to be carried out.

Note: All staff (workers) which includes employees, contractors or subcontractors and volunteers need ongoing training.

- Feedback on the risks faced need to be received and acted on. Involving the staff member or volunteer in the process of eliminating the risk or if it can't be eliminated, then minimising the risk.
- Regular staff and volunteer toolbox meetings are a good way of going about this process

## Emergency Plans

assembly area identified in church carpark

### Policy: Fire Evacuation

Evacuation drills or desktop training in evacuation drills will be carried out at intervals of 6 months or less

If a fire is suspected, remember RACE

- **REMOVE** anyone from immediate danger.
- **ACTIVATE** Declare "Fire" then Call 111 Speak Clearly, Stay Calm
- **CONTAIN** fire by closing doors and turning off machinery or processes  
(Only if it is safe to do so).
- **EXTINGUISH** the fire but only if it is safe to do so, do not put yourself at risk.

If the fire is uncontrollable - **EVACUATE IMMEDIATELY!**

### Policy: Earthquake

During an Earthquake remove anyone from immediate danger if safe to do so

- Stay inside
- Don't use stairs.
- Take only a few steps and take shelter under desks, or down beside an internal wall.
- If there are seats protecting your head and neck hide under them. Do not rush for the exits.
- Stay clear of large areas with glass atriums or glass roofs.
- Keep away from windows or objects that could fall on you.
- If outside stay there.
- Take only a few steps and take shelter clear of buildings, trees, power lines or other potential hazards.

When the Earthquake Stops

- Check for signs of Fire, Hazardous Material Spill or Major Structural Damage.
- If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse if it is safe to do so.
- Do not evacuate unless area is immediately threatened or instructed to do so.

- Await instructions.

If outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.

If driving, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops proceed with caution and avoid bridges or ramps that might have been damaged.

## Policy: Chemical (Hazardous Substance) Spill/Release

# IN CASE OF A SPILL OR LEAK

## 1. BE SAFE

## 2. STOP THE SOURCE

## 3. PROTECT STORMWATER

## 4. NOTIFY

## 5. CLEAN UP

## 6. DISPOSE RESPONSIBLY

## 7. RESTOCK AND REVIEW

- What is it?
- Do you need safety gear?
- Turn off the tap, plug the leak or upright the container.
- Confine the spill with sandbags, booms or other suitable material.
- Block off access to stormwater grates with drain covers, shut-off valves etc.
- Tell your supervisor.
- Inform other agencies if needed. (24hr Pollution Hotline(09) 377 3107 if water or land pollution has or may occur).
- Neutralise hazardous substances.
- Pump or sweep into safe container.
- Clean up all residues of the spill without allowing wash water or sweepings to get into stormwater grates or the soil.
- Use a responsible waste disposal contractor to remove contaminated material and clean-up gear.
- Immediately replace all used clean-up material.
- Assess the cause of the spill and take any steps necessary to prevent recurrence.



# Contractor Management

A contractor is anyone we get in to work for us who is not an employee.

It could be for maintenance, repairs, installation, construction or demolition.

When there is more than one contractor on site, we work through how their work may affect each other and how they interact with our organisation's activities.

We bring contractors into our health and safety procedures.

## Informing them of

Hazards/risk/controls on our site;

Our site rules and safety procedures

What to wear (PPE)

Any special equipment they need to use

What to do in an emergency

## Managing contractors: the 5 steps we carry out:

### Step 1: Planning

- Define the job
- Identify hazards
- Assess risks
- Eliminate and reduce the risks/controls needed
- Specify health and safety conditions
- Discuss with contractor

### Step 2: Choosing a Contractor

- What safety and technical competence is needed
- Ask questions
- Get evidence
- Go through information about the job and the site, including site rules
- Ask for a safety method statement and a copy of contractors H&S policy/procedures
- Decide whether subcontracting is acceptable. If so, how will health and safety be ensured?

### Step 3: Contractor Working on Site

- All contractors sign in and out
- Name a site contact
- Reinforce health and safety information and site rules
- Check the job and allow work to begin

### Step 4: Keeping a Check

- Assess the degree of contact required.
- How is the job going?
- As planned?
- Is the contractor working safely and as agreed?

- Any incidents?
- Any changes in personnel?
- Are any special arrangements required?

### Step 5: Onsite procedures

This is a vital area. Every worksite is different. Our risk register outlines the areas of risk that we face day by day. However, on site our workers and others will often face hazards & risks that are considered specific to that site.

### Procedure to be followed:

- Always work in with any other contractor or business that is working on site.
- If the procedures around hazards and risks are straight forward use the form, "onsite hazards/risks. Complete this and discuss with all affected. (Workers, other contractors etc.)
- If the procedures around the hazards and risks that are faced are more involved use the form "Task analysis worksheet". This breaks down the process, step by step. Again, making workers, contractors and others aware of the risks.
- There should also be a Hazard board on site that is regularly updated. Work with other contractors/workers onsite regarding this.
- If working with residential customers or clients there is also a form to notify of the risks involved while we are working on site

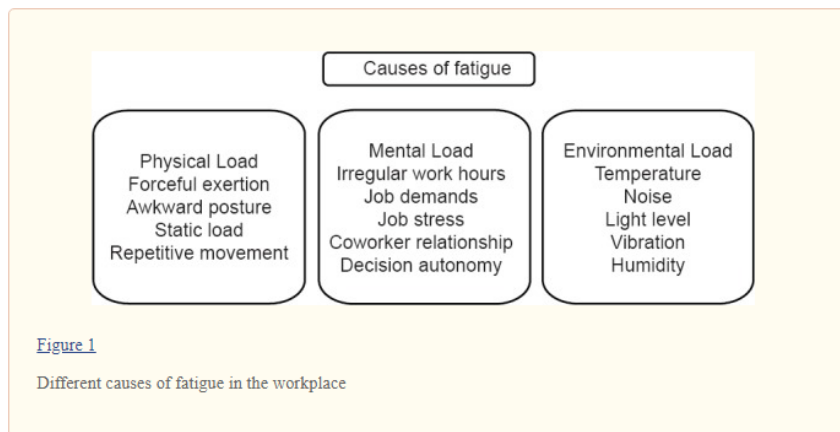
## Fatigue Management

We understand fatigue is a problem that cannot be easily measured in the workplace. The majority of workers are reluctant to express their feeling of fatigue. It is especially true in an incident investigation. Also, there is no single instrument as a gold standard for fatigue measurement, because of the widespread effects of fatigue on human skills, definitional difficulties of fatigue, and multiple causes of fatigue. However, as a first step to manage fatigue in workplace, we have to identify and measure fatigue and their causes in industrial settings.

As mentioned above, fatigue can have multiple causes in the workplaces. Therefore, there is no comprehensive single countermeasure to eliminate fatigue from industrial settings. It is necessary to consider ranges of strategies to address the different types and causes of fatigue. For practical purposes, multiple divisions have been considered for fatigue countermeasures of activities. In the first one, fatigue countermeasures have been divided into two categories

- (a) Preventive strategies that are used before working hours and during rest times, and
- (b) operational strategies that are used during the job (varying the work carried out, work that is suitable to the person concerned, their limits and capabilities.)

US National Library of Medicine National Institutes of Health



<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4525425/>

Based on available data, the "major drivers" of fatigue were sleep deprivation and factors in the work environment—such as noise, vibration, and temperature.

These causes could all interact with other factors, such as increased workload and long work hours.

(Causes and Consequences of occupational fatigue, Connecticut Business and Industry Assn)

<https://www.cbia.com/news/hr-safety/causes-consequences-occupational-fatigue/>

## Fatigue Management Plan

Our church is committed to ensuring workers do not compromise safety performance by undertaking work while impaired by fatigue or stress. The following Fatigue & Stress Policy applies to workers.

### Hours of Work

- No person shall work longer than **14** hours daily including travel (home to home).

### Rest Breaks

- No work period shall exceed **4.5** hours.
- All workers to have a minimum **30** minutes break after each 4.5-hour work period.
- In extreme conditions (agreed and recorded at staff meetings) high energy use tasks will have an additional **15**-minute break between work periods.

### Training

- All workers are to be adequately trained and to be comfortable with the task they carrying out in a working day

### Supplies

- All workers to have sufficient water and food at appropriate times

### Review of Duties



- In the event of Fatigue and/or Stress being identified as a significant safety issue, alternative duties will be sought for affected worker(s).
- If no alternative duties exist, the worker will be relieved of work duties and a rehabilitation plan developed with full confidentiality for the employee.

Adapted from contractor stress management plan: Earnslaw

[www.ernslaw.co.nz/.../Contractors-fatigue-management-policy-template-2014](http://www.ernslaw.co.nz/.../Contractors-fatigue-management-policy-template-2014)

TABC has other relevant Policies and Procedures stored in our data base, that are available to be accessed by the Staff, Ministry Leaders and Volunteers who have responsibility for the running of the church activities.

NAME:	
SIGN:	
POSITON:	Chair of the elders
SIGNED DATE:	
REVIEW DATE:	<i>(Annual)</i>