

Health and Safety Procedures for Carpets and Critters

Introduction

Everyone in our workplace plays a crucial role in achieving a workplace that is free of injury and illness. Carpets and Critters (The Business) will do everything that is reasonably practicable to ensure that workers can perform their work in a safe and healthy way, and will work towards achieving this goal by providing workers with the resources required to do so.

The purpose of this online Health and Safety Management System (HSMS) of Carpets and Critters, is to establish minimum standards and guidelines that are reasonably practicable for this business to manage the hazards and risks in their workplace.

All workers are provided with 24/7 access to this entire HSMS and are encouraged to participate in the continuous improvement of the health and safety management practices in the Business.

Definitions

HSWA – Health and Safety at Work Act 2015.

HSNO – Hazardous Substances and New Organisms Act 1996.

NZ – New Zealand

HSW – Health and Safety at Work

HSMS – Health and Safety Management System

PCBU – The person conducting a business or undertaking'. While a PCBU may be an individual person or a business, in most cases the PCBU will be a business (for example, a business entity such as a company). An individual, such as a sole trader, can also be a PCBU. While the terms 'business' and 'undertaking' are not defined in HSWA, the usual meanings of these terms are:
'business': an activity carried out with the intention of making a profit or gain
'undertaking': an activity that is non-commercial in nature (eg certain activities of a local authority)

REGULATOR – The New Zealand national regulator for health and safety as determined by the HSWA is WorkSafe NZ. Other regulators who may also hold certain enforcement powers under the HSWA and HSNO are: The Environmental Risk Management Authority (ERMA), The Maritime Safety Authority, NZ Police and Land Transport Safety Agency, The Civil Aviation Authority, The Ministry of Consumer Affairs, the Territorial Authorities (City and District Councils)

BUSINESS – For the purpose of this HSMS the term ‘Business’ refers to the PCBU as defined in Part 1, Section 17 of the HSWA. As prescribed by the HSWA this does not include volunteer associations.

OFFICER – A person who holds a senior leadership position and has the ability to significantly influence the management of a PCBU. Businesses can have more than one officer. Officers are: company directors (even if they do not have ‘director’ in the title), any partner in a partnership (other than a limited partnership), any general partner in a limited partnership, any person who holds a position comparable to a director in a body corporate or an unincorporated body, any person who exercises significant influence over the management of the business or undertaking (eg the Chief Executive).

DUE DILIGENCE – Officers must exercise due diligence to make sure that the business complies with its health and safety duties. They must exercise the care, diligence and skill a reasonable officer would exercise in the same circumstances, taking into account matters including the nature of the business or undertaking, and officer’s position and nature of their responsibilities.

WORKER – An individual who carries out work in any capacity for the business, including work as: an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work in the business, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or undertaking a work trial, a volunteer worker, a person of a prescribed class.

VOLUNTEER WORKER – An individual who carries out work in any capacity for the business: with the knowledge or consent of the business, on an ongoing and regular basis, that is an integral part of the business. This definition does not include a volunteer worker undertaking any of the following voluntary work activities: participating in a fund-raising activity, assisting with sports or recreation for an educational institute, sports club, or recreation club, assisting with activities for an educational institute outside the premises of the educational institution, providing care for another person in the volunteer’s home.

Health and Safety Responsibilities

Business responsibilities

The Business has a duty to ensure, so far as reasonably practicable, the health and safety at work of all its workers.

it is responsible for providing and maintaining a work environment that is without risks to health and safety, providing and maintenance of safe systems of work, the safe use, handling, and storage of plant, substances, and structures, and providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities.

It is responsible for providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace and providing 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.

Managers/supervisor responsibilities

Managers/supervisors include any person occupying a position that may exercise significant influence over the management of the business or undertaking and must take reasonable steps: to acquire, and keep up to date, knowledge of work health and safety matters, to gain an understanding of the nature of the operations of the business or undertaking of the business and generally of the hazards and risks associated with those operations, to ensure that the business has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking, to ensure that the business has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information and to ensure that the business has, and implements, processes for complying with any duty or obligation of the business under the HSWA.

Worker Responsibilities

Workers are responsible for taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions in the workplace, ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the workplace policies, co-operating with management to ensure all health and safety

obligations are complied with, ensuring all health and safety equipment is used correctly, using and maintaining the required Personal Protective Equipment (**PPE**), reporting any incidents or injuries sustained while working and seeking appropriate first aid, advise management as soon as practicable, of any symptoms that may lead to adverse health issues arising from prolonged and/or repetitive work activities, reporting any unsafe conditions, equipment or practices to management, as soon as practicable, rectifying minor health and safety issues where authorised and safe to do so, co-operating with any health and safety initiative, inspection or investigation and actively participating in any return to work program.

Notifiable Work

The Health and Safety in Employment Regulations 1995 require employers as well as the person who controls a place of work to provide at least 24 hours notice to WorkSafe of particularly hazardous work.

The nature of the particular hazardous work that must be notified to WorkSafe includes:

Construction work with a risk of falling 5 metres or more (see exclusions below)

Exclusions: work in connection with a residential building up to and including 2 full storeys, work on overhead telecommunications lines and overhead electric power lines, work carried out from ladder only, maintenance and repair work of a minor or routine nature.

Erecting or dismantling scaffolding with a risk of falling 5 metres or more

Logging or tree felling undertaken for commercial purposes

Use of a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more a vertical distance of 5 metres or more (see exclusions below)

Exclusions: work using an excavator, work using a forklift, or work using a self-propelled mobile crane

Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead.

Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical

Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.

Work involving the use of explosives, or storage of explosives for use at the worksite.

Work in which a person breathes compressed air, or a respiratory medium other than air (diving).

Work in which a person breathes compressed air, or a respiratory medium other than air (not diving)

Notifications will be made online at: <https://forms.worksafe.govt.nz/hazardous-work-notification>

Consultation

The Business is committed to protecting the health and safety of its workers and striving for continuous improvement of this Health and Safety Management System, they will consult with workers regarding the implementation of practices and systems that will ensure the health and safety of workers. Worker involvement at all levels is essential for ensuring a healthy and safe workplace. Any health and safety issues that may arise all workers will be given the opportunity to express their views on the issue and contribute to a resolution.

The business will consult with workers in the identification of hazards and risks in the workplace and implementing suitable controls for managing them effectively, any proposed changes that may effect the health and safety of workers and proposed changes to any health and safety policies or procedures.

The business will consult with workers through toolbox talks, noticeboards, safety signage and safety meetings.

Toolbox meetings will be conducted to help supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained. Where required, specific safety issues will be raised, accidents reviewed, Safe Work Procedures (SWP) developed and presented for evaluation and familiarisation, and safety alerts discussed.

Toolbox meetings will also be used to induct workers into and 'sign off' their understanding of the controls provided in the SWPs for the specific work for which they will be involved in.

All toolbox meetings will be recorded on the Safety Hub. Where corrective actions are identified, these will be followed up with management.

Risk Management Process

A healthy and safe workplace starts with identifying and understanding what your work-related health and safety risks are; particularly those that have the potential to cause people serious injury or illness.

Risk management is the key process for ensuring a safe and healthy workplace. In health and safety terms, hazard management is the process of identifying situations that have the potential to cause harm to people or property, and then taking appropriate steps to prevent the hazardous situation from occurring or reducing the risk of injury to workers.

The Business has a duty to undertake risk management activities to ensure the health and safety of its workers, contractors, visitors and others in the workplace. The Business will as far as is reasonably practicable, ensure that the workplace is free from hazards that could cause injury or illness. Control of hazards takes a variety of forms depending on the nature of the hazard and must be based on the hierarchy of control options emphasising the elimination of the hazard at its source.

All identified risks are recorded in the risk register, these are assessed using a likelihood v's consequence matrix for their level of risk then suitable controls are implemented to either minimise or eliminate the risks. Preference is given to control measures that protect multiple at-risk workers at the same time.

The risk register is reviewed on a regular basis, following workplace accidents or near misses and when new processes or equipment is introduced into the workplace.

The risk management process the business will implement consists of four steps: Plan, Do, Check, Act.

PLAN – Assess the risk and identify control measures.

Identify hazards that could give rise to work-related health and safety risks. Look at your work activities to identify what could harm the health or endanger the safety of workers and others (eg visitors, bystanders). Also think about your workplace and wider work environment.

Assess work risks to decide which risks to deal with, and in what order using the likelihood versus consequence matrix.

You must eliminate or minimise risks so far as is reasonably practicable.

Engage with your workers and their representatives when identifying and assessing risk, and when making decisions about the ways to eliminate or minimise the risks.

Seek help from suitably qualified professionals where necessary

DO– Implement control measures,

Implement effective control measures that eliminate or minimise risks so far as is reasonably practicable.

Give preference to control measures that protect multiple at-risk workers at the same time.

Personal protective equipment (PPE) should not be the first or only control measure considered.

CHECK – Monitor the performance of control measures

Implement appropriate means for workers to report incidents, near misses, or health and safety concerns.

Encourage appropriate reporting. Avoid processes that may encourage under-reporting.

Monitor workplace conditions and worker health so far as is reasonably practicable.

Engage with your workers and their representatives when making decisions about procedures for monitoring.

ACT – Review for continuous improvement and take action on lessons learned.

Regularly review the effectiveness of control measures at scheduled periods.

Review incidents or near misses, and talk to your workers to check the control measures are effectively eliminating/minimising work risks.

Use the investigations into incidents and near misses, audits, and the results of monitoring to make sure the control measures in place are continually improved.

Accident and Incident Reporting and Investigation

It's unrealistic to expect your work will always be 100% healthy and safe. Injuries, illnesses, incidents and near misses can — and do — happen. It's important that when they do happen, the Business and their workers take the time to review and learn from them.

Reporting requirements

All accidents and near misses resulting in or with the potential for injury or property damage will be reported and recorded using this HSMS.

Notifiable events

Under the Health and Safety at Work Act 2015 (HSWA) the Business must notify Worksafe when certain work-related events occur.

A notifiable event is when any of the following occurs as a result of work:

A death – If someone has been killed as a result of work, then the Business MUST notify Worksafe immediately by phoning 0800 030 040

A notifiable illness or injury – These are specified serious work-related illnesses or injuries. All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable.

A notifiable incident – an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to a number of situations explained on the Worksafe Website.

All notifiable events (apart from a death) are done online on the Worksafe Website.

In the event of a notifiable event, the PCBU who manages or controls the workplace where the notifiable event occurs will:

- Preserve the site where the notifiable events occurs. The PCBU who manages or controls the workplace must take all reasonable steps to ensure the site of a notifiable event is not disturbed until authorised by an Inspector (ie an Inspector gives permission for normal work to resume at the site of a notifiable event)
- Ensure the site is not disturbed, the work setup is not changed, that any plant, substances or other things involved in the event stay where they are, stop work that could interfere with the scene of the event and make no alterations to the plant, vehicles, or structures involved.

- Ensure the regulator is notified as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred. This allows the regulator to immediately investigate or follow up on events that cause death, serious injury or illness, or have the potential to cause death or serious injury or illness (serious health and safety risks).
- Keep records of the notifiable event for at least five years from the date the regulator was notified about the event.

Investigation

Investigations of incidents will be undertaken at a level consistent with the actual or potential for injury/damage, together with management and workers, with the goal of preventing future occurrences.

A Toolbox talk will be held to communicate the outcome of the investigation with workers. This will be recorded in this HSMS.

Health and Safety Training

The Business will provide the necessary health and safety training to ensure that work can be performed in a healthy and safe manner in the workplace. Training will focus on the hazards and risks associated with the work, along with the control measures required to ensure the health and safety of the workers. The Business will ensure that no worker will commence work where they may be exposed to a hazard/s without having received the appropriate level of induction and/or training and instruction to complete the tasks safely.

Health and safety training is conducted to ensure that appropriate health and safety information, instruction, training and supervision is provided to all workers, health and safety competencies for all workers are identified and reviewed and the appropriate training provided, health and safety competencies of contractors, labour hire employees, volunteers and visitors are assessed prior to engagement, workers receive training in the health and safety requirements appropriate to their position and tasks (including re-training where necessary) and workers are protected from harm and exposure when using hazardous substances in the workplace.

The Business will provide health and safety inductions for all workers.

Records of training conducted will be retained by the Business in this HSMS.

Inspection and Testing

The Business will conduct inspections and testing in accordance with health and safety legislation as part of the ongoing management of hazards in the workplace.

The following will be tested and or inspected: The Workplace, Electrical Equipment, Tools and Machinery, Emergency Procedures, Plant and Machinery.

The frequency of these inspections/testing is listed in the tool and equipment register, and they will be reviewed annually and or after an incident or accident where a failure is attributed to inadequate inspection and testing, when manufacturer or legislative requirements change or in response to safety alerts.

Contractor Management

Contract workers that are engaged directly by the Business in core business functions and under the direct control of the Business are owed all the same duties and responsibilities for safety as for any other worker.

When the Business engages contractors in a 'contract for service' (workers are employed by another Business), it is important to determine the health and safety responsibilities of both parties.

The selection process for a contractor will determine whether the contractor (or sub-contractor) is able to meet the Business's safety expectations and ensure the well-being of workers that may be required to work with, or around the contractor/s during the normal course of their duties, members of the public, others at the place of work; and any other infrastructure or aspects of the worksite.

Business's responsibilities

The Business has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its workers. In particular, it is responsible to ensure that contractors are able to provide evidence of their safety management arrangements for all work to be undertaken by them, acknowledging that any unsafe work will be stopped until it is resolved to the Business's satisfaction, contractual arrangements to engage contractors stipulates that safety performance is a condition of engagement and that their performance will be monitored and evaluated.

Prospective contractors are provided with sufficient information during the application process to enable them to respond to any and all identified hazards associated with the scope of work to be performed, are required to sign a health and safety acknowledgement form and effective evaluation of any documentation required and provided as prequalification will be used as a selection criteria for the engagement of contractors and development and utilisation of a preferred contractor system where possible to ensure that any contractors engaged are selected from this list and therefore already assessed as having appropriate health and safety management practices.

Contractors responsibilities

The Contractor and/or sub-contractor must carry out a site safety assessment in relation to all proposed works, undertake all contracted works safely and manage the risk of harm to persons or property, ensure that all statutory requirements that requires a person to be authorised, licensed, supervised or to have prescribed qualifications or experience are met and be able to produce evidence of the same to the principal contractor if requested, prior to the contractors (or sub-contractors) work commencing, ensure that all statutory requirements for the licensing, approvals and/or authorisation of any plant,

substance, design or work (or class of work) are met and be able to produce evidence of the same to the head contractor if requested prior to the contractors (or sub-contractors) work commencing, develop, implement and maintain a suitable and appropriate emergency management procedures relevant to the proposed contracted works, if requested by the Head Contractor (Principal), produce evidence of any approvals including any authorisations, licences, prescribed qualifications or experience, or any other information relevant to work health and safety (as the case may be) to the satisfaction of the Head Contractor (Principal) before the Contractor or any sub-contractor commences any Works and generally comply with the requirements of all safety legislation (or any other legislation that may apply)

Workers responsibilities

When managing or supervising contractors workers are responsible to ensure that they are familiar with the contents of the contractors Health and Safety Management Plan, undertake monitoring activities as per the agreed schedule, contractors maintain their inspection and review schedules, report any safety observations to management, take immediate action to halt any work being undertaken by contractors that is unsafe and poses an immediate threat to the safety and wellbeing of any persons, provide an evaluation of the contractors safety performance to management at the conclusion of the contracted works and demonstrate positive safety behaviours and compliance with the Business's safety arrangements and instructions