

# Binns Property Works Ltd

## Health and Safety Procedures

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# Commitment and Policy

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## Objectives

### The Binns Property Works Health and Safety Programme aims to:

- promote excellence in health and safety management
- continually improve current health and safety performance
- identify and control actual and potential hazards
- comply with legal and organisational obligations

### Objectives will be achieved through:

- implementation of policies and procedures
  - maintaining a quality philosophy
  - regular reviews and evaluations
  - two-yearly health and safety manual review.
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## Legislative requirements

The Health and Safety in Employment Act 2015 requires employers to take all practicable steps to ensure the health and safety of staff members at work by:

- providing a safe working environment
- providing and maintaining facilities for staff members' safety and health
- ensuring plant and equipment on the premises are safe
- ensuring staff members are not exposed to hazards
- developing emergency procedures
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors; and staff members.

The Health and Safety in Employment Regulations 2015 impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention, Rehabilitation, and Compensation Act also include health and safety elements.

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## Accountability

**Director, Steve Binns**, as the employer representative has ultimate accountability for the health and safety of all staff. This is provided for by:

- demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with staff and reviewing these yearly (refer appendices 1 and 2).
- documenting and communicating the health and safety policy and holding staff members responsible for supporting the policy and related procedures.
- taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate.
- expecting all staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.
- providing leadership and direction in matters of health and safety
- conducting regular health and safety inspections

**Office Manager, Sharron Binns** has key responsibilities for developing, implementing and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- establishing, monitoring and achieving overall health and safety goals and objectives
- ensuring that all staff members receive appropriate induction training, and are involved in the improvement of systems and practices where relevant
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- acting in the capacity of the health and safety representative
- ensuring any changes to the health and safety manual are distributed to staff and the manual is kept up to date and is managed as a controlled document.

### Health and Safety Meetings

- Fortnightly Toolbox meetings held with all staff
- Annual health and safety staff meetings are to be held.
- The Health and Safety manual will be reviewed two-yearly by the Director & Office Manager in consultation with staff and in conjunction with ACC self-assessments.

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## References

The Health and Safety in Employment Act 1992 and Amendment

The Health and Safety in Employment Regulations 1995

Other relevant regulations and codes of practice

Employee Health and Safety Handbook

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# Environmental Protection Plan

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## Objectives

- Minimise waste by evaluating operations and ensuring they are as efficient as possible
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement
- Actively promote recycling both internally and amongst customers and suppliers
- Source and promote a product range to minimise the environmental impact of both production and distribution
- Meet or exceed all the environmental legislation that relates to the Company
- Adopt sustainable Health & Safety practices that deliver on the Company's Environmental Policy

## Energy Saving

- Drive smoothly and have tyres inflated correctly to save fuel
- Turn off all lights and electrical equipment (at the wall is best) when not in use
- Unplug any chargers since they are still draining power
- Clean all equipment regularly to ensure they are working efficiently
- Recommend to all commercial clients to use LED bulbs whenever possible to reduce power consumption

## Waste Reduction

- Print things only when absolutely necessary, use the double-sided or booklet printing option and recycle all paper
- Use stationery and office paper with at least 50% recycled content
- Eliminate, minimise or recycle packaging when making purchasing decisions – check if the product can be recycled
- Promote waste reduction and recycling by providing only a paper box and a small bin. Used paper that can't be recycled is shredded and placed in council recycling bin.
- Paint brushes are washed in an Enviro Wash Kit and any excess sludge is placed in a secondary bucket which has a separating agent added to it. The separated cleaned water is poured into the ground.
- Turps used for cleaning, once spoilt, is held in containers and then given to local garage and burnt as fuel in a multi fuel burner
- Old, excess paint is left to dry and cleaned out and then given to the refuge centre to dispose of
- Plastic paint containers are cleaned and recycled to the Regional Park as water dispensers.

- Grass clippings are composted.
- Where possible, low VOC (volatile organic compounds) paint is used.

# Hazard management

## Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health and Safety in Employment Act 2015.

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## Scope

The procedures apply to all Binns Property Works Ltd activities.

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## Responsibilities

### The Director is responsible for:

- conducting regular health and safety inspections
- maintaining the hazard register including identification and risk analysis
- working with staff to control identified hazards
- authorising specialist consultants to be contracted where existing staff competency is not available to identify, eliminate or minimise hazards (for example assessment of workstations).

### All staff are responsible for:

- implementing hazard management procedures in their work area
  - taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled
  - completing a hazard notification form if a hazard is identified and providing this to the Director (who will undertake a full identification and risk analysis and enter details into the hazard register)
  - informing others (staff, visitors and contractors) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard
  - ensuring unsafe acts and unsafe conditions are appropriately addressed.
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## Procedure

### Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard
2. Risk analysis – rate the risk
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register

If difficulties are experienced in identifying, eliminating or controlling hazards, the Director will engage an outside contractor with appropriate experience.

### Hazard management needs to be completed:

- systematically for all areas and processes at regular six-monthly intervals
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate
- when a new process or equipment is introduced
- if a new hazard is observed or reported.

## HAZARD IDENTIFICATION PLAN

This form is to be used to identify and isolate specific hazards onsite prior to work commencing. Outcomes will include:

- Completion of Site Safety Checklist to identify work processes to be followed including individual responsibilities
- Identification & isolation of any specific hazards
- Risk assessment of those hazards
- Description of method selected to eliminate/isolate or minimise those hazards

Job #	Date:
Compiled by :	Job location:
Job description:	
Emergency evacuation area:	
Location of nearest first aid equipment:	

### Emergency Response Plan

- Call **111** and/or Health & Safety Officer **0275 725063** and/or Management **021 2800011** and give a description of incident and/or any injuries.
- Give first aid if safe to do so
- Follow emergency services instructions as per BPW H&S Manual

### Additional action plans:

### Hazard Prompts

<b>Mechanical</b> - Moving parts - Pressurised fluid - Hot/cold metal - Rotating parts <b>Chemicals</b> - Toxic - Irritant - Corrosive - Carcinogens	<b>Electricity</b> - Live terminals - Exposed wires <b>Fire &amp; Explosives</b> - Liquids - Gas - Vapour - Solid/dust <b>Fibres &amp; Dust</b> - Asbestos	<b>Radiation</b> - Sunburn <b>Transport</b> - Moving vehicles - Training <b>Structural</b> - Moving objects - Falling objects <b>Biological</b> - Bacterial - Viral - Fungal	<b>Ergonomic Factors</b> - Inappropriate posture - Repetitive movement - Inappropriate force <b>Environment</b> - Noise - Vibration - Temperature - Lighting - Confined space
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Hazard Identification & Controls			
Hazard	Control type E, I, M	Significant Hazard Y/N	Method of Control

Signed by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: The hazards and controls must be reviewed if the work conditions or practices change. Any additional hazards and controls to be attached to this Hazard Identification Plan*

Work Party Details		
Work Group Member	Task & Responsibility	Initials

Maintenance Isolations			
Isolations	Date Applied	Date Removed	Signed



## Step 1 – Identify hazards

Hazard Identification Process <sup>2</sup>		
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards	
	<b>Working Environment</b> Area used and its physical condition Workplace layout Location of material/equipment Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Psycho-social environment Organisation environment	<b>Human Factors</b> Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests
		<b>Tasks</b> Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings	

## Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Is it a significant hazard?

- Occur at some time 30-59% chance
- Will probably occur in most circumstances 60-79% chance
- Will occur in most circumstances 80%+ chance

Is it not regarded as a significant hazard?

- May occur only in exceptional circumstances , less than 5% chance
- Could occur at some time 5-29% chance

## Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.

If a minimisation strategy is used, the Act requires monitoring of employees' exposure to the hazard. In this event, a schedule should be developed and implemented whereby the Director regularly monitors the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advice).

## Definitions

- **'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. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.
- **'Hazard Identification'** is the process of recognising that a hazard exists and defining its characteristics.
- **'Hazard Assessment'** is the overall process of determining whether a hazard is significant.
- **'Significant hazard'** means a hazard that is an actual or potential cause or source of:
  - Serious harm; or
  - Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person's exposure to the hazard; or
  - Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.

## References

The Health and Safety in Employment Act 2015.

# Identified Hazards

## Purpose

It is the purpose of this note to establish the minimum standards of hygiene and protection for personnel:

- applying paints in the surface coatings industry
  - spraying
  - using heavy equipment
  - ground maintenance
  - working at heights
- 

## Airless Sprayer

Application of paint by an airless spray produces fine paint mists which may, in the case of some paints, present a respiratory health hazard. This can be overcome by the use of a suitable respirator with a dust cartridge or similar. Other protective equipment necessary includes eye shields, head cover, rubber gloves and overalls.

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## Brush and Roller

With brush and roller application, the precautions required are minimal, there being no respiratory hazard associated with these traditional methods. Eye protection should be worn if painting is in a high risk area. Overalls can be worn to protect personal clothing.

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## Solvent Fumes

In situations where solvent odour becomes objectionable, a "light fume" cartridge can be added to a face mask. This arrangement is intended for outdoor use and it must always be remembered that cartridge respirators must never be used in atmospheres deficient in oxygen.

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## Paint

In the application of either oil or water based paint, it is recommended that gloves be worn at all times. To protect clothing, overalls should be worn also. Storage of any unused paint is in a lockable facility and clearly marked. No left over paint should be stored in any unmarked containers. If it is suspected that paint has been accidentally consumed, contact National Poisons Information Centre for medical advice.

Safety Data Sheets for all paint products used are provided to staff for immediate reference.

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## Lead Paint

Lead in paint, and the contaminated dust and soil it generates, is recognised as a significant source of lead toxicity and as such is an important occupation and public health issue. Any exterior and interior surfaces that may either be suspected to have lead present in the paint, or have been specifically identified with lead present by way of testing, will have the below processes applied (as per the Health and Safety in Employment Act 1992):

### PREPARATION

1. Ensure occupants, particularly children and pets, are not exposed in any way to the hazard. It may be necessary to arrange for the house to be vacated before work proceeds.
2. Keep children and pets away from the work area and make sure they do not eat or play with paint debris.
3. Where contaminated dust may escape from the work area or enclosure, seal windows, doors, ventilators and other openings (including eaves) of the building and nearby buildings (or rooms), to prevent dust contamination entering occupied areas.
4. Use a groundsheet to catch paint debris and prevent soil and vegetation being contaminated by lead.

5. Where wind is likely to scatter or spread dust, it may be necessary to use a wet sanding or chemical stripping method instead of a "dry" removal method, or delaying preparation until conditions are improved.
6. If removing paint by water blasting, ensure the waste water goes through a filter or earth dam before passing into the stormwater drain or ground soakage. This will filter out the paint fragments, which should then be disposed of as a contaminated waste. For larger jobs, settlement and filtration of the waste water may be necessary prior to its disposal in the stormwater drain.

#### DECONTAMINATION

7. Remove accumulated dust as often as is necessary to prevent it spreading from the immediate work area. As a minimum, do this on a daily basis.
8. Use a vacuum cleaner fitted with a HEPA filter for removing the remaining dust and particulates from the surrounding area. Dispose of the polythene sheeting or wash it down, collecting the residue for safe disposal. 3. Remove the paint dust on ledges, windows and walls with a damp cloth, and dispose of this along with other paint debris.
9. Where soil or vegetation is contaminated by paint dust or fragments, it may be necessary to remove and dispose of the affected layer. Contamination on concrete or other impermeable surfaces may be rinsed away with water but only if the wash water goes through an earth dam or filter into a drain. The earth and filtered material must be disposed of safely.

#### PROTECTIVE CLOTHING

10. Wear a good-quality, properly fitted, toxic dust filter respirator when sanding, making dust, or burning off lead-based paint. If using a disposable type, only those with double head straps are suitable.
11. Respirators must meet the requirements of the New Zealand/ Australian Standard AS/NZS 1716-1994 Respiratory protective devices. A free publication, A Guide to Respirators and Breathing Apparatus, is available from all Department of Labour offices.
12. Replace respirator filters as required and ensure that all protective equipment is cleaned and stored properly.
13. Wear overalls and a hat (especially when dry-sanding) to prevent dust accumulation in clothing and hair. Disposable coveralls are recommended for dusty work. Do not wear contaminated overalls or boots home as this can spread lead contamination and put family members at risk.
14. Wear boots and gloves. Clean boots at the site or leave boots at the site so that lead dust is not carried to the vehicle or home

#### PERSONAL HYGIENE

15. Do not smoke while removing paint, as hand to mouth contact may increase the risk of eating or inhaling lead paint dust.
16. Wash hands before eating, drinking or smoking. Do not eat or smoke in the work area.
17. Place contaminated overalls in clean polythene bags before removing them from the work area, as they are a significant source of contamination to others.
18. Non-disposable overalls should be changed twice weekly (or more frequently, if necessary) and laundered separately from other domestic clothing and linen. When laundering contaminated overalls, store them away from other clothes. Do not shake prior to laundering. Disposable overalls provide a simple and safe method of protection.
19. Clean equipment thoroughly of dust and paint fragments before it leaves the work area. A vacuum clean followed by a wet-wipe is normally sufficient.
20. Wash or wipe clean boots and gloves with a damp cloth at the end of each work day.
21. Replace or change filters on respirators according to manufacturers' instructions or as circumstances dictate.

Symptoms of lead poisoning involving the nervous system can include:

- Mood changes such as depression or irritability
- Memory impairment
- Sleep disturbance
- Concentration difficulties
- Headaches

Tingling and numbness in fingers and hands  
Muscle weakness and wrist drop (heaviness of limbs)  
Fits (rarely)

Symptoms of lead poisoning involving the stomach and intestine can include:

Lack of appetite  
Nausea  
Diarrhoea  
Constipation  
Stomach pains  
Weight loss

**If any of these symptoms are present, seek medical advice immediately.**

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## References

<https://worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/substances/managing-lead-based-paint/>

<https://www.health.govt.nz/your-health/healthy-living/environmental-health/hazardous-substances/removing-lead-based-paint>

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## Sprays

When using any types of chemical sprays for eliminating weeds, full eye and breathing protection must be worn. This would include filtered mask, dependent on types of sprays used.

Consult the National Poisons Information Centre 0800 POISON (0800 764 766) or a doctor in every case of suspected chemical poisoning. Never give fluids or induce vomiting if a person is unconscious or convulsing regardless of cause of injury. If breathing difficulties occur seek urgent medical attention.

**Swallowed** – if swallowed, do not induce vomiting. If conscious and alert, rinse mouth and drink 1-2 cupfuls of water.

**Skin contact** – Immediately wash with plenty of soap and water. Remove contaminated clothing and shoes. Wash clothing before reuse. Seek medical attention.

**Eye contact** – Immediately flush eyes with plenty of water for at least 15 minutes, occasionally lifting the upper and lower eyelids. Remove contact lenses if present and easy to do and continue rinsing. DO NOT allow person to rub eyes or keep eyes closed. Obtain urgent medical attention.

**Inhalation** – Move person to fresh air immediately. Obtain medical attention immediately.

**Handling & Storage** – keep out of reach of children. Store in cool, dry place away from direct sunlight. Keep away from heat and ignition sources. Store in original containers.

# Quad Bike Safety

## Purpose

It is the purpose of this note to establish the minimum standards of safety and protection for personnel riding a quad bike:

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Riding a quad bike is a particular skill. Know your capabilities. If you are unsure of how to handle the quad bike, request you be enrolled in a quad bike riding course. Learn how to judge when a slope or terrain is not suitable for the quad.

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## Rider Safety Equipment

- Wear a quad bike or motorcycle helmet at all times
  - Wear solid boots
  - Wear gloves if cold
  - Wear goggles if it's raining or dusty
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## Riding a quad bike

- Going round corners. The rule of thumb is that when you're cornering at slower speeds, you have to move your weight to the outside of the turn. At higher speeds, you move your weight to the inside of the turn.
  - Riding across slopes, keep your weight on the uphill side. Avoid bumps and hollows as these can cause your weight to shift downhill.
  - Going downhill, shift your weight to the back. Use a low gear and travel steadily. Don't use the front brake suddenly as this can cause the bike to flip over forwards.
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## Maintenance

- Refer to the Worksafe Routine Maintenance Checklist on following page
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## References

<http://www.worksafe.govt.nz/worksafe/information-guidance/national-programmes/quad-bike-safety/images-files-documents/quad-bike-safety-acc.pdf>

<http://www.worksafe.govt.nz/worksafe/information-guidance/national-programmes/quad-bike-safety>

**ROUTINE MAINTENANCE CHECKLIST**

Taking the time to carry out a regular and thorough check on your quad bike helps you to pick up on any problems before they get worse. Servicing these machines doesn't come cheaply, so identifying problems early on can help you save money... not to mention save your life.

<b>Bike No. / Model:</b>		<b>Odometer/hours reading:</b>	
<b>Date/hours next due service:</b>			
<b>BRAKES</b>		<b>GEAR SELECTORS</b>	
<input type="checkbox"/>	Check adjustment – pads, cables, and fluid levels	<input type="checkbox"/>	Gear levers – check for damage and excessive slack
<input type="checkbox"/>	Auxiliary brake	<input type="checkbox"/>	Check gear change / kick start spline
<input type="checkbox"/>	Foot & hand levers adjusted	<b>COOLING SYSTEMS</b>	
<input type="checkbox"/>	Check disc and cables for wear and damage	<input type="checkbox"/>	Fluid levels (if liquid cooled)
<b>CHASSIS AND SUSPENSION</b>		<input type="checkbox"/>	Thermostatic fan
<input type="checkbox"/>	Shock absorbers – for leak and wear	<input type="checkbox"/>	Leaks and damage
<input type="checkbox"/>	Suspension operation	<b>4WD SYSTEM</b>	
<input type="checkbox"/>	Safety guards – check for looseness	<input type="checkbox"/>	CV joints
<input type="checkbox"/>	Handlebars foot decks and major fasteners (use tension wrench)	<input type="checkbox"/>	Drive line and shafts
		<input type="checkbox"/>	Check for split boots and drive shafts
<b>WHEELS</b>		<b>SIGNALS</b>	
<input type="checkbox"/>	Axle bearings and wheel nuts are tight	<input type="checkbox"/>	Lights
<input type="checkbox"/>	Rims not dented or buckled	<b>LEVER CONTROLS</b>	
<input type="checkbox"/>	Tyres are road worthy, with adequate tread depth	<input type="checkbox"/>	Check smoothness of operation
<input type="checkbox"/>	Tyre type and pressure as per the manual	<input type="checkbox"/>	Check for broken, sharp or bent levers
<input type="checkbox"/>	Use low-pressure type gauge. High pressure gauges aren't accurate for quad bike tyres	<b>AIR FILTER</b>	
		<input type="checkbox"/>	Clean, check and replace as needed
<b>STEERING</b>		<b>EXHAUST</b>	
<input type="checkbox"/>	Smooth movement from lock to lock	<input type="checkbox"/>	Holes and corrosion
<input type="checkbox"/>	Reversing cables checked for wear and damage	<input type="checkbox"/>	Excessive noise
<b>THROTTLE OPERATION</b>		<input type="checkbox"/>	Looseness
<input type="checkbox"/>	Test while moving handlebars fully to left and right	<input type="checkbox"/>	Spark arrestor fitted
<b>FLUID LEVELS</b>		<b>FOR QUADS WITH CHAIN DRIVE</b>	
<input type="checkbox"/>	Fluid levels as recommended in the manual	<input type="checkbox"/>	Chain adjustment as per manual
<input type="checkbox"/>	Transmission fluid	<input type="checkbox"/>	Sprockets not worn
<input type="checkbox"/>	Engine oil	<b>BATTERY</b>	
<input type="checkbox"/>	Battery fluid	<input type="checkbox"/>	Battery terminals – check for corrosion and tightness
<input type="checkbox"/>	Brake fluid	<input type="checkbox"/>	Electrolyte levels
<input type="checkbox"/>	Fuel tank filled	<input type="checkbox"/>	Damaged casing
<b>Notes / actions required:</b>			
Date:	Check completed by:	Next check:	

# Manual handling

## Purpose

To provide a starting point for the identification, assessment, prevention and control of the hazards and risks associated with manual handling in the workplace.

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## Scope

The policy is applicable to all employees.

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## Responsibilities

### The Director is responsible for:

- identifying the manual handling tasks that are likely to be a risk to health and safety, in the workplace, re-assessing the risks on a regular basis, taking steps to control those risks, and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to staff members
- providing information and training for staff about the hazards they are exposed to or that they may create and what controls are in place.

### Staff members are responsible for:

- taking all reasonable and necessary precautions for their own health and safety, (and that of others), when carrying out manual handling tasks
  - being familiar with current accepted best practice for manual handling, including use of equipment.
- 

## Definitions

*The Code of Practice for Manual Handling* published jointly in June 2001 by OSH and ACC defines manual handling as:

*“any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”.*

<file:///C:/Users/admin/Downloads/WKS-1-manual-handling-ACOP-manual-handling.pdf>

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## Sources of further information

Information relating to manual handling can be found in the following:

*Code of Practice for Manual Handling OSH* (Department of Labour and ACC)

*Manual Handling Hazard Control Record* (Worksheet, OSH and ACC)

*Manual Handling: A Work Book* (Department of Labour)

*Helpful Advice on Managing Your Acute Low Back Pain* (ACC)

*Active and Working* (National Health Committee and ACC)

*Acute Low Back Pain Management* (National Health Committee and ACC)

The following websites have further information that can be downloaded free:

[www.osh.dol.govt.nz](http://www.osh.dol.govt.nz) and/or [www.acc.co.nz](http://www.acc.co.nz)

# Ground Maintenance

## Purpose

It is the purpose of this note to establish the minimum standards of safety and protection for personnel undertaking ground maintenance including lawn mowing and weedeating.

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## Scope

The policy is applicable to all employees.

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## Lawn Mowing

Mowing in dry conditions can cause hay fever and other respiratory conditions. A dust mask should be worn to prevent inhalation of any dust and grass particles.

Safety equipment to be worn:

- Safety boots with steel caps
- Ear muffs to Level 5
- Sunscreen
- Cap and long sleeve shirt for sun protection

Potential property damage due to stones flicked out by blades are to be prevented by directing grass away from buildings and keeping blade shield down on ride on mower.

Extreme care to be taken to ensure that the mowing deck is cleared regularly of grass as this can cause fire hazard.

When checking the underneath blades, ensure mower is switched off and in the Park position.

Any maintenance on mowers is to be carried out by either the Director or a nominated authorised mechanic.

Mowers must be turned off when refuelling. Use a funnel to minimise fuel spillage.

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## Weedeating

While using a weedeater, a harness is to be worn at all times to prevent any back injury. This needs to be adjusted correctly to each individual user, prior to work commencing.

Safety equipment to be worn:

- Helmet with visor
- Ear muffs to Level 5
- Safety glasses
- Safety boots with steel caps
- Gators or long trousers

Weedeater must be turned off while refuelling and a funnel used to ensure minimal spillage of fuel. When replacing weedeater rope, equipment must be turned off.



# Working At Heights

## Purpose

It is the purpose of this note to establish the minimum standards of safety and protection for personnel working at heights:

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## Scope

The policy is applicable to all employees.

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## Preparation

Where the potential of a fall exists, the following simple hierarchy of controls shall be considered by duty holders:

1. Can the job be done without exposing persons to the hazard (*eliminate*). This can often be achieved at the design, construction planning and tendering stages.
  2. If elimination is not practicable then steps should be taken to *isolate* people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
  3. If neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems and soft landing systems.
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## Scaffolding

Where work is performed using mobile scaffolds, workers must understand that the scaffold should:

- be erected by a competent person and used in accordance to the manufacturer's specifications
- remain level and plumb at all times
- be kept at least one metre from open floor edges and openings unless the edge is protected to prevent the scaffold tipping
- never be accessed until all the castors are locked to prevent movement
- never be moved while anyone is on it
- be clear from overhead powerlines.

Scaffolds must have:

- the height to the top-most platform not greater than three times the minimum base dimension
  - safe access
  - stable foundations
  - stable and safe work platforms and enough room to work.
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## Ladders & Step Ladders

Ladders and step ladders do not offer fall protection and therefore should be the last form of work access equipment to be considered:

- They should be used for low-risk and short-duration tasks fall arrest systems.
- User should maintain three points of contact with a ladder or stepladder to reduce the likelihood of slipping and falling industrial rope access systems.

- Equipment should be of trade or industrial standard and be rated at not less than 120kg.
  - Ladders should be:
    - Clearly labelled as complying with AS/NZS 1892.1.1996
    - Structurally sound
    - Free of defects
    - Not covered in chemicals or other materials
  - Issues for ladder or step ladder use:
    - Overload—the person and anything they are taking up should not exceed the highest safe working load stated on the ladder.
    - Over-reach—keep the line of the belt buckle (navel) inside the stiles with both feet on the same rung throughout the task.
    - Do not keep tools or other items resting on the steps or hanging from the rungs.
    - Carry tools on a tool belt.
    - Stop at the third step from the top of a straight ladder.
  - A single portable ladder set up and secured at a slope of a ratio of 4:1 (four metres up by one metre out) and extending at least one metre or three rungs above the stepping-off point is a suitable means of access and egress, provided it is:
    - a step ladder of maximum length – six metres
    - a single ladder of maximum length – nine metres
    - secured against sliding top and bottom
    - set on firm, level ground
    - extending by one metre higher than the roof or other step off point
    - used by no more than one person at a time except when footing.
- 

## References

<http://construction.worksafe.govt.nz/guides/working-at-height-in-new-zealand/>

# Accident management

## Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and Binns Property Works Ltd has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and OOS type conditions.

A staff member injured at work who needs medical treatment must provide Binns Property Works Ltd with a copy of the completed ACC forms, and, if time off work is also required, must provide a medical certificate.

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## Scope

This policy applies to employees of Binns Property Works Ltd, including fixed-term, part-time and subcontractors.

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## Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

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## Responsibilities

To assist Binns Property Works Ltd in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

### The Director is responsible for:

- preventing accidents and injury by providing a safe and healthy work environment within their areas of office operation
- taking all practicable steps to see that all staff are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- ensuring that weekly compensation payments are paid during any period of incapacity
- acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident.

### Staff members

Every staff member is responsible for:

- observing any established health and safety procedure that relates to the work performed
- participating in relevant health and safety training, e.g. OOS prevention, manual handling
- accurately reporting and documenting all accidents, incidents and observed hazards to the Director
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved)
- providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Director
- reporting non-work injuries resulting in time off to the Director as soon as possible.

# Procedures

## Pre-employment injury prevention procedures

The person or agency responsible for recruitment will check information provided as part of the application process to ensure that prospective staff members have stated that they are physically and medically fit to perform the duties of the position for which they have applied before appointment is finalised.

## Record of accident/incident/serious harm

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to the Occupational Safety and Health Service (OSH) of the Department of Labour, within **seven days of the event**.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

The Accident/Incident/Serious Harm Form

## Notification of work-related (affecting the employee) accidents/incidents and how to make a claim

Whenever there is a work-related accident, incident or 'Serious Harm' injury the staff member must take the following steps:

- Inform the Director as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form, and give a copy to the Director immediately.
- If medical treatment is required and/or there is lost time, the staff member must, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed.
- Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the Director as soon as possible.

## Accident/Incident reporting investigation

In the event of 'serious harm' or a significant hazard the Director must be advised immediately so that OSH can be advised.

The Director should:

- ensure receipt of all relevant information (incident form, ACC forms, medical certificates as applicable)
- initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and Safety in Employment Act
- ensure all corrective actions that have been identified are carried out within the specified timeframes
- the investigation report will be reviewed by the Director to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

## When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service of the Department of Labour (OSH).
- Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the health and safety representative or Director.
- OOS type conditions may become 'serious harm' and must be reported to OSH (via the Director) if the following conditions are met:
  - The person is suffering from pain which is significantly more than discomfort, and considers it work related.
  - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
  - The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
  - A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.

## Definitions

- **'Work-related personal injury'** is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
  - **'Lost time accidents'** are work-related personal injuries that result in more than a day off the job (i.e. the staff member is unable to resume work the day after a personal injury has occurred).
  - **'Treatment provider'** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.
- 

## References

Injury Prevention, Rehabilitation, and Compensation Act 2001 and Amendment.

Privacy Act 1993

Human Rights Act 1993

Health and Safety in Employment Act 2015

# Emergency management

## Policy

Binns Property Works Ltd recognises the need to be prepared for emergency situations that may be encountered while at work.

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## Scope

This policy applies to all full-time and part-time Binns Property Works Ltd employees and contractors.

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## Responsibilities

### The Director is responsible for:

- acting as the warden for Binns Property Works Ltd
- ensuring all staff receive emergency preparedness training
- maintaining emergency supplies of water and provisions in accordance with civil defence requirements
- maintaining a register of those staff who may require special assistance in the case of an emergency requiring evacuation.

### All staff are responsible for:

- maintaining familiarity with emergency responses and following procedures
  - advising the Director of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability)
  - ensuring their own safety if working in any building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).
- 

## Procedures

### 1. When emergency services are required

- For emergency services dial 111 and ask for the service you require:  
FIRE  
AMBULANCE  
POLICE.
- Stay calm, give your name, details of the emergency, and street address

### 2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

#### If you discover a fire:

- dial 111
- alert people in your area and the Director or a health and safety representative in his/her absence
- do not extinguish the fire unless there is no personal danger to you or anyone else
- if time permits and there is no danger, close all doors and windows
- evacuate the building following the evacuation procedure or scheme
- after evacuation meet at the assembly point.

#### If the fire alarm sounds:

- walk quickly to your nearest exit (do not use lifts)
- make sure any visitors leave the building with you
- do not stop to take personal items with you
- keep to the left of the stairs
- meet at the assembly area and report to the building or floor warden.

### 3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

#### **When the shaking stops:**

- keep calm and help those who need assistance
- warden will turn off all electrical sources and gas taps
- wait for orders from the Director
- check for hazards and extinguish any fires if safe to do so
- evacuate if instructed to do so
- listen to the radio for civil defence instructions.

#### **If you need to evacuate or the fire alarm sounds:**

- use evacuation procedures to leave the building
- keep together
- follow the warden's instructions
- meet at the assembly area {specify where this is}.

### 4. Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Contact the building manager and the Director
- Prepare to evacuate.

### 5. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Move vital records to highest accessible point if safe to do so.
- Notify emergency services.
- Prepare to evacuate.

### 6. Unwanted visitor

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements
- do what the offender asks
- try to memorise as many details about the offender as possible
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

# First aid

## Policy statement

Binns Property Works Ltd has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

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## Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

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## Scope

This policy applies to all {organisation name} employees.

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## Responsibilities

### The Office Manager is responsible for:

- ensuring appropriate first aid supplies are provided
  - ensuring that first aid supplies are accessible to staff
  - being the designated first aid representative for Binns Property Works Ltd
  - holding an appropriate first aid certificate or other equivalent qualification
  - ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered.
- 

## References

The Health and Safety in Employment Act 2015 and Amendment

The Health and Safety in Employment Regulations 1995

Guidance Notes on Providing First Aid Equipment, Facilities and Training, OSH, Oct 2000

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## Addendum

There is a first aid kit available in:

Mitsubishi – JQR246 (Painting van)

Toyota Surf – WC9592 (Roland's truck)

Ssangyong – HBL313 (Martin's truck)

Ssangyong – KJE158 (Steve's truck)

Peppers Bluewater

BPW Storage Garage

Note: Heavy pain relief is not included in first aid kit (except for paracetamol). Special provision for treating allergic reactions should be the responsibility of the person with the allergy.



# Appendix 1:

## ACCIDENT INVESTIGATION FORM



Name of organisation:

Branch/department:

### 1. Particulars of Accident

Date of accident: DD / MM / YEAR

Time:

Location:

Date reported: DD / MM / YEAR

### 2. The Injured Person

Name:

Address:

Date of birth: DD / MM / YEAR

Phone number:

Length of employment – at plant: on job:

#### Type of

- Bruising
- Dislocation
- Strain/sprain
- Scratch/abrasion
- Internal
- Fracture
- Amputation
- Foreign body
- Laceration/cut
- Burn/scald
- Chemical reaction
- Other: (specify injured part of body)

Comments:

### 3. Damaged Property

Property or material damaged:

Nature of damage:

Object/substance causing damage:

### 4. The Accident

#### Description & Analysis:

Describe what happened.  
If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

What caused the accident?

How serious could it have been?  
 Minor  Serious  Very serious

How often is this likely to happen again?  
 Never  Rarely  Occasionally  Often

Prevention:

What action has or will be taken to stop another accident like this happening? Tick items already actioned.  
Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN

**5. Treatment and Investigation of Accident**

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by:

Date: DD / MM / YEAR

WorkSafe advised:    Yes    No

Date: DD / MM / YEAR

## Appendix 2:

# FIRST AID REGISTER



Use this form to record details when first aid treatment is given.

Worker's name	
Department/work area	
Date of treatment	DD / MM / YEAR
Time of treatment	
First aider	
Description of injury	
Treatment provided	
First aid items used	

Reminder: replace any first aid items used

If this is a work-related accident, please complete your organisation's Accident Report Form or WorkSafe New Zealand's

*Form of Register or Notification of Circumstances of Accident or Serious Harm.*



## Appendix 4: Hazard Identification Plan

Any employee who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.



### HAZARD IDENTIFICATION PLAN

This form is to be used to identify and isolate specific hazards onsite prior to work commencing. Outcomes will include:

- Completion of Site Safety Checklist to identify work processes to be followed including individual responsibilities
- Identification & isolation of any specific hazards
- Risk assessment of those hazards
- Description of method selected to eliminate/isolate or minimise those hazards

Job #	Date:
Compiled by :	Job location:
Job description:	
Emergency evacuation area:	
Location of nearest first aid equipment:	

#### Emergency Response Plan

- Call **111** and/or Health & Safety Officer **0275 725063** and/or Management **021 2800011** and give a description of incident and/or any injuries.
- Give first aid if safe to do so
- Follow emergency services instructions as per BPW H&S Manual

#### Additional action plans:

#### Hazard Prompts

<b>Mechanical</b> - Moving parts - Pressurised fluid - Hot/cold metal - Rotating parts <b>Chemicals</b> - Toxic - Irritant - Corrosive - Carcinogens	<b>Electricity</b> - Live terminals - Exposed wires <b>Fire &amp; Explosives</b> - Liquids - Gas - Vapour - Solid/dust <b>Fibres &amp; Dust</b> - Asbestos	<b>Radiation</b> - Sunburn <b>Transport</b> - Moving vehicles - Training <b>Structural</b> - Moving objects - Falling objects <b>Biological</b> - Bacterial - Viral - Fungal	<b>Ergonomic Factors</b> - Inappropriate posture - Repetitive movement - Inappropriate force <b>Environment</b> - Noise - Vibration - Temperature - Lighting - Confined space
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Hazard Identification & Controls			
Hazard	Control type E, I, M	Significant Hazard Y/N	Method of Control

Signed by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: The hazards and controls must be reviewed if the work conditions or practices change. Any additional hazards and controls to be attached to this Hazard Identification Plan*

Work Party Details		
Work Group Member	Task & Responsibility	Initials

Maintenance Isolations			
Isolations	Date Applied	Date Removed	Signed

## Appendix 5: Health & Safety Violations

Monday 13<sup>th</sup> May 2019  
Toolbox Meeting

### HEALTH & SAFETY VIOLATIONS

#### Misconduct

- Employee does something wrong either by: doing something, not doing something, or through their behaviour.

#### Serious Misconduct

- Behavior that endangers the health & safety of the employee and/or others.
- An employer no longer has trust or confidence that the employee can do the job.

We regard health & safety violations as serious misconduct. They not only put you at risk, but they have the potential to cost you, Binns Property Works and our customers money.

You are given extensive health & safety training in all areas of your work. If, at any stage, you are unsure about what the health & safety procedures are for any job you are undertaking, it is your responsibility to seek advice from your management before you commence work.

We will no longer put up with repeated health & safety breeches. We have developed the below procedure for managing repeated serious Health & Safety misconducts.

Step 1: Your first health & safety violation will be recorded in our H & S Safety Checklist and you will be notified of the sighting and given instructions on correct health & safety protocols relevant to the incident.

Step 2: Your 2nd violation will instigate a verbal warning, and again you will be shown correct procedures relevant to the incident.

Step 3: A 3<sup>rd</sup> violation will instigate a written warning.

Step 4: Any further violations will be deemed serious misconduct and your employment may be immediately terminated.

As always, we welcome all communication from you should you have any questions about this new procedure.

Thank you

Sharron & Steve Binns

# Health and Safety Procedures

Policy Review Date: 1 March 2019  
Next Review Date: 1 March 2020

Signed:



Name: Steve Binns, Owner