

Our Health & Safety Vision:


“Our place will be a safe place to work”


We believe that:

- No business objective will take priority over Health and Safety
- All incidents are preventable
- Whilst Management have ultimate accountability, we all have responsibility for Health and Safety
- All personnel have the responsibility to stop any activity they believe is unsafe or cannot be continued in a safe manner

To achieve this we will:

- Maintain and continually improve our Health, Safety and Environmental Management System
- Proactively identify hazards and unsafe behaviour and take all steps to manage these to as low as reasonably practicable
- Set targets for improvement and measure, appraise and report on our performance
- Assess and recognise the Health and Safety performance of employees and contractors
- Consult and actively promote participation with employees and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace
- Accurately report and learn from our incidents
- Support the safe and early return to work of injured employees.
- Design, construct, operate and maintain our assets so that they safeguard people and property
- Require our contractors to demonstrate the same commitment to achieving excellence in Health and Safety performance
- Comply with relevant legislation, regulations, codes of practice and industry standards


Tony Weber
Chairperson
Board of Directors
Date: 31 October 2016


David Frank
Chief Executive Officer
Date: 31 October 2016



REHABILITATION POLICY

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
Next Review	16/8/2017
Approval	TNR Board

Purpose:

The purpose of this policy is to provide support for at work rehabilitation for staff that may be injured.

Policy:

The organisation is committed to preventing illness and injuries at the workplace by providing a safe and healthy working environment for all employees. It is recognised that injury or illness may still occur and therefore all incidents will be reviewed and steps taken to prevent recurrence.

The organisation believes that occupational rehabilitation is of benefit to everyone and the early safe return to meaningful and productive work of an employee, following illness or injury, is critical to the overall treatment programme.

For employees in consultation with their case managers, endeavours will be made to find suitable alternative duties to enable a gradual return to work. For the purposes of occupational rehabilitation, the organisation may provide alternative duties outside the employee's usual job profile. However, appropriate training for such alternative duties will be given to ensure that safe working practices are followed.

All employees of the organisation have an important role to play to promote the best possible outcome for their injured colleagues: successful rehabilitation requires everyone's involvement and commitment. Therefore, in consultation with the injured employee, medical information may need to be shared to facilitate this process.

To achieve successful rehabilitation outcomes, the organisation will seek to develop a comprehensive Rehabilitation Plan for an injured employee where this is required. The Rehabilitation Coordinator assists in this process by providing the necessary link between the employee, treating practitioners, insurance providers and the organisation.

Further information is available in Employment Agreements

Audience:

All staff.

Relevant legislation:

Accident Compensation Act 2001.

Legal compliance:

There is a requirement on the employer to assist with the rehabilitation process.

Related procedures / documents:

Employment agreements

Document Management Control:

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SMOKE FREE POLICY

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
Next Review	16/8/2017
Approval	TNR Board

Purpose:

The aim of this policy is to provide a healthy environment for everyone who works, visits, or has business at the organisation.

Policy:

All organisation workplaces, grounds and vehicles are totally smoke free.

The smoke-free policy applies 7 days a week, 24 hours per day.

All staff, visitors and contractors are required to abide by the smoke-free policy.

Any contravention of the policy must be investigated as indicated in the legal compliance section of this policy. Smokers who do not follow the policy may face reimbursing the organisation if the organisation is fined as a result of a complaint. A breach of this policy may also be dealt with via Staff Disciplinary Procedures.

The CEO and others in positions of responsibility are required to inform others and enforce this policy, as part of providing a supportive, safe, and healthy environment. It is expected the policy will be included in induction courses for staff, and in information for visitors.

Complaints must in the first instance be to the person who is smoking. If the situation is not resolved complaints must be in writing to the supervisor responsible for the person who smokes, or to the Board of Directors.

Definitions:

"Workplace" means an internal area, within a building or on a building or structure occupied by the organisation and used by staff, contractors and volunteers during the course of their employment. Workplace includes, vehicles provided for staff or used by staff on organisation business.

Audience:

All staff and visitors.

Relevant legislation:

Smoke-free Environments Act 1990 and amendments.

Legal compliance:

In accordance with the Smoke-free Environments Act, any complaint submitted to a person in a position of responsibility within the organisation must be investigated, within 20 days of the complaint, and resolution sought if this policy has been contravened. An assurance that there will be no repeat of the cause of complaint (where the complaint is justified) is sufficient resolution. Representatives of the employees or visitors may be present where resolution processes occur. Unresolved cases must be referred in writing to the Board of Directors for resolution further resolution processes. If the complaint cannot be resolved the case must be referred to the Director General of Health within 40 days of the original complaint.

Complaints must in the first instance be to the person who is smoking. If the situation is not resolved complaints must be in writing to the supervisor responsible for the person who smokes.

Information on how to stop smoking is available from Public Health Units.

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HEALTH & SAFETY PROCUREMENT PROCEDURE

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
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Approval	TNR Board

Procurement: Specific Health and Safety Requirements

This procedure details a general approach and then specific standards which have been determined either by statute or organisation management.

General approach - New or modified equipment, material, service or work process:

It is a statutory requirement under the Health and Safety in Employment Act to complete a hazard assessment for new or modified equipment, material, service or new work process. This is an absolute requirement; there is no defence available for omission, and instant fines can be imposed by the inspectorate.

“New” in this context is taken as an item/service/process which has not previously occurred within the organisation. This requirement is not invoked where an item/service/process which has an existing hazard assessment is replaced.

Steps are:

1. Identify any hazards associated with the procurement.
 - For “off the shelf” items the supplier may have safety information.
 - For de novo or original construction the designers or manufacturer will need to complete.
2. Evaluate acceptability of hazard.
3. Apply and document controls in order of elimination, isolation, or minimization in procurement decision, and on-going use of the item or service.
4. Identify training needs, approvals, and supplementary items such as personal protective equipment (PPE) requirements.

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Contracted services

Contractors may be used either for construction/maintenance type activity or for teaching/consultancy type of activity.

Health and Safety process to protect organisation staff are detailed as separate policy in the Policy Guide.

The scope of construction/maintenance type contracts includes capital and maintenance work including IT cabling and wiring, electrical work, cleaning, security and similar works; installation, servicing, maintenance or operation of plant, equipment or machinery and agricultural type contracts.

Teaching/consultancy type activity includes departmental and individual contracts for teaching, consultancy reports or similar activities.

Electrical equipment safety - Pre Purchase requirements

Electrical equipment and portable electrical equipment must be tested prior to purchase by the supplier and tagged with the date prior to service. See Electrical Safety Procedures, in organisation policy for further detail

Electrical wiring work

All fixed wiring and equipment is to be supervised by organisation Maintenance Department. This includes testing of protection devices as required and any alterations to fixed wiring. There are specific requirements in areas where moisture occurs, flammable liquids and gases.

Approval for any changes or alteration to fixed electrical wiring must be obtained from relevant organisation Maintenance Department. See Electrical Safety Procedures in organisation policy for further detail.

Equipment hire

Hire companies are required to ensure supplied equipment is designed, made and maintained so it is safe for its intended use.

Hire that uses mains electricity must have a current test certificate.

Self-propelled hire equipment that is driven on the road must have an appropriate motor vehicle registration.

Staff who loan apparatus are subject to legal requirements as a supplier of "plant". The requirements are explained in Appendix 6 of the Procurement Procedures.

Events

See Event Management Policy and associated guidelines in organisation policy pages.

Fieldtrips

See specific hazards section of Health and Safety policy pages. Also includes procurement assessment of contracted services.

First aid supplies

In accordance with the Factories and Commercial Premises (First Aid) Regulations 1985 the organisation shall:

- Maintain an adequate number of first aid kits and first aid rooms.
- Supply and restock first aid kits and rooms.
- Identify first aid kits and rooms with appropriate signs.

Hazardous Substances

Hazardous substances use must be recorded in the chemical information management system.

Material safety data is available to staff from www.chemwatch.nz

Specific controls for each substance type are available from health and safety web pages under specific hazards.

Noise – lecture space, study area, offices

Apparatus and equipment used in lecture spaces, study area, or offices should be less than 30 dB Noise Criteria, or Noise Rating Number. Levels above this will disrupt concentration and reliable communication.

Personal protective safety equipment

It is the responsibility of the employing unit to provide, and maintain in good condition personal protective equipment required by employees. When the equipment reaches the end of its life it must be replaced. Further information is available on organisation procedures pages.

Supplying or manufacturing plant

Staff who design or supply plant are subject to legal requirements, from the Health and Safety in Employment Act.

Training

Most common health and safety training is funded centrally. Check the health and safety policy as to what is offered.

Vehicle purchase

Purchase processes and safety requirements for vehicles is centralised. These are detailed in the Vehicle Management Policy in organisation policy.

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Related procedures/documents

www.chemwatch.net
Event Management Policy
Electrical Safety Procedures
Organisation Policy Guide

Audience:

All staff.

Document Management Control:

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CONTRACTOR HEALTH & SAFETY POLICY

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
Next Review	16/8/2017
Approval	TNR Board

Purpose:

The purpose of this policy is to ensure that all contractors engaged to provide work or services at the organisation;

1. Meet legislative standards prescribed by the Health and Safety in Employment Act.
2. Understand the organisation position and processes on health and safety in contracts.

Policy:

The first sections 1 to 9 of this policy apply to all contracts irrespective of the risk involved in the contract.

Sections 10 and 11 are additional requirements that apply to higher risk contracts. Examples include changes or maintenance of the organisation infrastructure, capital and maintenance work including IT cabling and wiring, electrical work, cleaning, security and similar works; installation, servicing, maintenance or operation of plant, equipment or machinery.

The following criteria are required by the organisation to meet health and safety standards prescribed by the WorkSafe New Zealand in the management of contractors and sub-contractors:

1. All contractors and sub-contractors will ensure health and safety of the organisation staff, members of the public, and property is protected during the contract work.
2. The contractor is primarily responsible for the health and safety protection of their employees, subcontractors and individuals.
3. In scoping the contract the contract manager is to ensure compilation of Health and Safety statements that include:
 - Significant hazards the contractor (or subcontractor or individuals) might bring on to the organisation premises or subject staff to during the contract,
 - Significant hazards that the organisation is aware of that the contractor may encounter during the service or work
 - Who is responsible for control of the hazards in 1 and 2 above to protect safety of staff, contractor's employees, subcontractors and individuals
 - Protection of organisation property
4. The organisation contract manager must ensure the contractor has the capacity and

- competence to meet the required health and safety performance.
5. The contractor must enter into an agreement with the organisation before undertaking work and must meet the agreement requirements. The contract must include an undertaking that the contractor shall meet all relevant organisation health and safety policies and procedures.
 6. The contract manager is to ensure a health and safety induction for all new contractors and sub-contractors is completed, prior to work or services commencing.
 7. All contractors that work on organisation infrastructure or facilities must be inducted by Health & Safety Management or staff delegated by them.
 8. The contract manager must have in place a system to monitor the performance of the contractor including health and safety standards during the contract work.
 9. Contract work which potentially or does expose organisation staff to imminent serious harm may be stopped by the organisation without penalty to the organisation.
 10. Contractors and / or their sub-contractors shall submit a site specific safety plan or detailed methods statement or safe systems of work as appropriate for the project or for aspects of the project that are deemed to be significant hazard work. This citing of a site specific safety plan or similar processes by the organisation does not imply approval of the plan or equivalent by the organisation.
 11. Where it is deemed appropriate or practicable by the organisation engaging the contractor and the construction site can be physically secured, and then the site should be isolated by fencing or similar barrier as a separate work area.
 12. The use of proprietary system such as "Site Safe" is required.

Audience:

Every manager and staff member who engages contractors.

Relevant legislation:

Health and Safety in Employment Act 1992.

Legal compliance:

The health and safety requirement on contractors invokes legal compliance of legislation relevant to the contract. It is essential the relevant legislation, licences, approvals, permits and similar controls are included in contract arrangements. If the contract does not specify who is responsible for health and safety, New Zealand case law dictates the Principal (i.e. the person engaging the contractor) assumes responsibility for control of the health and safety of the contractor.

Related procedures / documents:

Procedures included as part of this policy are:

- Procedures for health and safety protection of staff, contractor's employees, subcontractors and [individuals safety in contracting situations](#)
- Procedure for Site Safe Accreditation and Membership
- Contractor induction check list

Staff should also consult organisation contractor handbooks, agreements, or procedures.

Policies which also affect contract situations are:

- Creation of Contracts Policy
- Approved Contract Templates
- Contractors Policy (People Organisation and Development)
- Research and Consultancy Contracts Policy

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SAFE DRIVING POLICY

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
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Approval	TNR Board

Purpose:

To ensure safety of staff, and students, whilst driving or being transported on organisation Business.

Policy:

Drivers of organisation Vehicles or Vehicles on organisation business are to be suitably qualified, trained, and in a fit state to ensure their own safety and that of others. The process for each of these matters is considered in more detail in the Safe Driving Procedure.

Definitions:

Organisation Business: means any activity associated with the organisation. It includes activities such as teaching, research, administration, cultural and sporting activities.

Organisation Vehicle: any vehicle used on organisation business, consisting of Pool Vehicles, Dedicated Vehicles, Private Vehicles, and Rental Cars.

Contracted Transport: a larger capacity vehicle such as a coach or mini bus hired from a commercial rental company as required.

Audience:

All staff, and users of organisation Vehicles.

Relevant legislation:

Land Transport Act 2004.

Legal compliance:

Users of organisation Vehicles are to comply with the Land Transport Act 2004 and Traffic Regulations 1976 and Amendments.

Related procedures / documents:

Vehicle Management Policy

Vehicle Management and Usage Procedures

Health and safety accident and incident reporting procedures

Health and safety guidelines for dealing with driver fatigue Policy on Staff Conduct.

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WORKING IN A SITUATION LIKELY TO CAUSE HARM

Section	Health & Safety
Contact	Health & Safety Manager
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Next Review	16/8/2017
Approval	TNR Board

Purpose:

The purpose of this policy is to identify:

- The right that staff members have to refuse to do work that they believe may cause them serious harm, and
- The process to be followed when refusing to do such work.

Policy:

A staff member may refuse to do work if he/she believes that the work that he/she is required to perform is likely to cause serious harm to him or her.

A staff member who refuses work as described above may continue to refuse to do the work provided;

- The staff member attempts to resolve the matter with the organisation as soon as practicable after first refusing to do the work; and
- The matter is not resolved; and
- The staff member believes on reasonable grounds that the work is likely to cause serious harm to him or her.
(Note: reasonable grounds would include a situation where a health and safety representative has advised the staff member that the work that the staff member is required to perform is likely to cause serious harm to the staff member. However the health and safety representative must not give such advice unless he or she has reasonable grounds for believing that the work that the staff member is required to perform is likely to cause serious harm to the staff member).

A staff member may not refuse to do work that, because of its nature, inherently or usually carries an understood risk of serious harm unless the risk has materially increased beyond the understood risk.

A staff member who refuses to do work must do any other work within the scope of the staff member's employment agreement that the organisation reasonably requests.

This policy does not limit a staff member's right to refuse to do work under another enactment or the general law.

To avoid doubt—

- in situations to which this policy applies, the organisation, staff member, and health and safety representative must deal with each other in good faith; and
- a question about the application of this policy to a particular situation is an employment relationship problem for the purposes of the Employment Relations Act 2000 (except for members of the Armed Forces), and a right of employees to refuse to perform work likely to cause serious harm for the purposes of the Health and Safety in Employment Amendment Act 2002.

Audience:

All Managers and staff members.

The term “manager” covers any staff member with authority to supervise other staff, visitors and persons with business at the organisation.

Relevant legislation:

Health and Safety in Employment
Amendment Act 2002
Employment
Relations Act 2000

Legal compliance:

Statutory requirement of Health and Safety in Employment Amendment Act 2002 Section 28 (A), and
Employment Relations Act 2000 Section 54 and 65.

Document Management Control:

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VEHICLE USAGE PROCEDURE

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
Next Review	16/8/2017
Approval	TNR Board

Purpose:

Establishes the purpose of vehicle management and who is responsible for which actions.
Communicates acceptable practice and sets boundaries around vehicle management and usage.

Definitions:

- **Organisation Business:** means any activity associated with the organisation. It includes activities such as teaching, research, administration, cultural and sporting activities.
- **Organisation Vehicle:** any vehicle used on organisation business, including Private Vehicles, or Rental Cars.
- **Private Vehicle:** a privately owned vehicle used by the driver for a particular journey on organisation business, for which expenses may be reimbursed by the organisation, if deemed appropriate, where staff vehicles are used.
- **Rental Vehicle:** a vehicle hired from a commercial rental company on a daily basis as required.
- **Public Transport:** includes train, airport shuttle, bus service and the like.
- **Contracted Transport:** a larger capacity vehicle such as a coach or mini bus hired from a commercial rental company or bus company as required.

Organisation Vehicles – Generally:

The driver of an organisation vehicle must operate the vehicle in accordance with all Acts, Regulations, and Bylaws relating to the operation of motor vehicles, and observe all traffic laws. The driver is personally responsible for all traffic violations and any resulting fines or penalties, which may also lead to disciplinary action.

All drivers and passengers must wear seat belts, and where a child is under the age of seven an approved child restraint must be used (from 1st November 2013).

All drivers of organisation vehicles must hold an appropriate driver licence and provide details of their driver's licence to organisation Management prior to being authorised to drive or operate organisation vehicles.

The offering of rides to hitchhikers in organisation vehicles is prohibited. This does not preclude the rendering of assistance to people in difficulty or in an emergency that may require assistance.

Organisation vehicles are to be used for organisation business only. For this purpose organisation business excludes detours en route for private usage, other than where employment contract agreements allow for private use.

No smoking is allowed in organisation vehicles.

An approved First Aid kit must be carried in the vehicle.

Drivers of organisation vehicles are to switch their cell phones off whilst driving, or where installed utilise hands free devices.

Drivers of organisation vehicles must not text whilst driving.

Private Vehicles:

Where private vehicles are utilised to provide transport needs for the organisation, the following must be adhered to;

- The Driver of the vehicle holds a current full licence and appropriate class of licence for the vehicle to be driven.
- The licence is to be sighted and details recorded.
- The vehicle is roadworthy and appropriate for task.
- The vehicle has a valid and current registration licence.
- The vehicle has a valid and current Warrant of Fitness / Certificate of Fitness and is to standard at the time of use.
- The registration licence, WOF / COF is to be sighted and details recorded.
- There are sufficient restraints for the occupants and they are of an approved type.

Child Safety Restraint Approved Standards

When a child under seven is travelling in a vehicle and a child safety restraint is required look for the following labels / tags which indicates an approved safety standard for use in New Zealand.



Contracted Vehicles:

Contracted vehicles such as buses, trains, ferries that are used in the transportation of staff must only be hired or contracted where it is confirmed that they are approved by law and operate under appropriate regulations to provide transportation of fare paying passengers.

Relevant Legislation:

Land Transport Act (2004).

Legal Compliance:

Land Transport Act (2004).

Audience:

All staff, caregivers of students, and users of School vehicles.

Related procedures / documents:

Vehicle
Management
Policy.

Document Management Control:

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All staff.



HEALTH & SAFETY POLICY

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/08/2016
Next Review	16/08/2017
Approval	TNR Board

Purpose:

The purpose of this Policy is to ensure active, consultative, commitment to health and safety management in the Organisation.

Policy:

Our Health & Safety Vision:

“We will all have a safe workplace”

We believe that:

- No organisation or business objective will take priority over health and safety
- All incidents are preventable
- Whilst management have ultimate accountability, we all have responsibility for health and safety
- All personnel have the responsibility to stop any job they believe is unsafe or cannot be continued in a safe manner

To achieve this we will:

- Maintain and continually improve our Health, Safety and Environmental Management System
- Proactively identify hazards and unsafe behaviour and take all steps to manage these to as low as reasonably practicable
- Set targets for improvement and measure, appraise and report on our performance
- Assess and recognise the health and safety performance of employees, and contractors
- Consult and actively promote participation with employees, and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace
- Accurately report and learn from our incidents
- Support the safe and early return to work of injured employees
- Design, construct, operate and maintain our assets so that they safeguard people and property
- Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance
- Comply with relevant legislation, regulations, codes of practice and industry standards

Definitions:

The term **manager** covers any staff member with authority to supervise other staff, visitors, and persons with business at the Organisation.

Audience:

Every manager, staff member, visitor or person with business at the Organisation.

Relevant legislation:

Health and Safety in Employment Act 1992
Health and Safety in Employment
Amendment Act 2002 Health and Safety in
Employment Regulations 1995
Health and Safety in Employment (Prescribed Matters)
Regulations 2003 Injury Prevention, Rehabilitation
Compensation Act 2001
Employer Premium Regulations 2001
Occupational health and safety management systems - General guidelines on principles, systems and
supporting techniques (AS/NZS 4804:2001)

Legal compliance:

Statutory requirements for the Organisation, managers, staff members, visitors or persons with business at the Organisation, are detailed in the above policy statement. It should be noted that in the event of non-compliance criminal penalties can be assigned to, individual staff, or it's Board of Directors.

Related procedures / documents:

Health and safety procedures are outlined in the Health and Safety manual. This manual also includes specific health and safety responsibilities for managers, staff, visitors and contractors, and covers issues such as accident reporting and emergency procedures.

Smoke Free Policy
Contractors Health and Safety
Policy Rehabilitation Policy

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ELECTRICAL SAFETY PROCEDURE

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2007
Next Review	16/8/2007
Approval	TNR Board

Procedures:

Electrical Safety

Mains electrical voltages are a significant hazard. As such, health and safety policies as well as electrical requirements for safety apply. This document details administrative procedures for electrical safety at the organisation.

Responsibilities for Electrical Safety

Fixed Wiring and Equipment:

All fixed wiring and equipment is to be supervised by the organisations Maintenance Department. This includes testing of protection devices as required and any alterations to fixed wiring. There are specific requirements in areas where moisture occurs, flammable liquids and gases.

Approval for any changes or alteration to fixed electrical wiring must be obtained from relevant Management.

Relevant Standards that need to be followed include:

- AS/NZS 3000 Electrical installations (known as Australian/New Zealand Wiring Rules) and Amendments
- AS/NZS 3003 Electrical installations

Electrical Equipment:

Any repair work with electrical equipment where the voltage in the area being repaired is above 32volts AC or 115volts DC (i.e. prescribed electrical work) it must be done by or supervised by a Registered Electrical Worker with a current Practising Certificate.

Examples of work, which can be completed by staff who are not Registered Electrical Workers include:

- Replacing a network card that does not involve removing covers which give access to voltages above 32 volts AC or 115 volts DC.
- Mechanical repair to school equipment that does not involve removing covers which allows access to electrical circuits with voltages above 32 volts AC or 115 volts DC.
- Operating or unplugging of equipment.
- Changing a light bulb or projector bulb where access to the bulb doesn't involve removing covers where access to voltages above 32 volts AC or 115 volts DC occurs.

Examples of work requiring registration as an Electrical Worker with a current Practising Certificate includes:

- Changing projector bulbs where access to voltages above 32 volts AC or 115 volts DC occurs.
- Fitting a. mains rated connector to equipment or cables
- Repairs to power supplies or switches and equipment.
- Changing a power supply in a computer where the power supply is externally switched.

It should be noted that some of the above work can be undertaken by homeowners in a home setting only. People who have done such work at home are not able to do this at work unless they are a Registered Electrical Worker with a current Practising Certificate.

Statutory Inspection Following Repair to Equipment:

A full electrical inspection and test as described in Standards AS/NZS 3760 (In Service Safety Inspection and Testing of Electrical Equipment) is to be completed if the repair involves access to mains voltage.

This testing is mandatory and must only be undertaken by companies who service or repair electrical equipment. It should be noted that the testing is invoked where mechanical repair is undertaken where the mechanical repair involves removing covers, which give access to mains voltages.

Routine Testing and Inspection of Electrical Equipment

Electrical equipment and portable electrical equipment must be tested prior to purchase by the supplier and tagged with the date prior to service. Tests shall be done thereafter as per the table of testing and inspection intervals (from AS/NZS 3760) in this Procedure. Responsibility for routine testing is as follows.

Rooms with Specialist Equipment:

If the organisation has rooms containing specialised electrical equipment which is "owned" by the organisation it must arrange for required periodic testing as per AS/NZS 3760 of all electrical equipment in the room to ensure electrical safety during routine use.

Specialised electrical equipment includes equipment used in the following areas:

- Workshops
- Teaching equipment in centrally timetabled rooms (including AV and IT equipment)
- Catering areas

Specialised equipment will include equipment that has specialised requirements such as use in wet areas. In some instances, additional technical registrations will be needed where equipment repairs are undertaken.

Non Specialised Equipment:

Electrical equipment in offices and shared spaces are the responsibility of the Regional Facilities Management. Routine testing is to be undertaken as per the Standard AS/NZS 3760.

Verification of Testing

All tested equipment must be tagged following the test as per AS/NZS 3760. The tag must detail the following:

- Name of the person and company that performed the test and compliant with AS/NZS 3760.
- The test and retest date.

The background colour of the tag is to be used to indicate the test year as in the following schedule. Where testing is more frequent than annually, the test date will need to be read to determine if equipment is still within the test period.

<u>Year</u>	<u>Tag Colour</u>
2011	Blue
2012	Green
2013	Orange
2014	Red
2015	Yellow
2016	Blue
2017	Green
2018	Orange
2019	Red
2020	Yellow

Non-compliant equipment must be:

- Withdrawn from service immediately.
- Sent for repair, disposal or destruction by a Registered Electrical Worker with a current Practicing Certificate.

Scope of Equipment to be tested

- All laboratory equipment.
- All equipment used in teaching spaces.
- All equipment in common rooms and office kitchens.
- All office equipment where the supply cord is subject to flexing in normal use - example, extension leads, portable fans, heaters.

Where the supply cord to the equipment is not subject to flexing in normal use, a testing regime of five years is acceptable. Such equipment may include faxes, fixed computers and printers that are normally in a stationary location.

SPECIFICATIONS							
Type of environment and/or equipment (a)	Interval between inspection and tests						Cord sets and power boards (h)
	Class of equipment		Residual Current Devices (RCDs)				
	Class I (protectively earthed) (b)	Class II (double insulated) (c)	Push-button test - by user		Operating time and push - button test		
			Portable (d)	Fixed (e)	Portable (f)	Fixed (g)	
1 Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 mths	12 mths	Daily, or before every use, whichever is the longer	6 mths	12 mths	12 mths	6 mths
2 Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 mths	12 mths	3 mths	6 mths	12 mths	12 mths	12 mths
3 Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment	5 yrs	5 yrs	3 mths	6 mths	2 yrs	2 yrs	5 yrs
4 Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 yrs	2 yrs	6 mths	6 mths	2 yrs	2 yrs	2 yrs
5 Equipment used for commercial cleaning	6 mths	12 mths	3 mths	N/A	12 mths	N/A	12 mths
6 Hire equipment: Inspection	Prior to hire	Including push-button test by hirer prior to hire	N/A	N/A	Prior to hire		
Test and tag	3 mths	N/A	3 mths	12 mths	3mths		
7 Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service.						

Requirements for Testing and Inspection of Electrical Equipment

Organisations that undertake testing are listed in yellow pages under Electrical Equipment Repairs and Services. Outsourcing of testing is to be arranged by the Maintenance Department.

Use of Personally Owned Electrical Equipment

Where a staff member or visitor uses personally owned electrical equipment for work purposes, the staff member or visitor must arrange for this equipment to be tested prior to use at the organisation and inspected as required by this procedure. The cost of testing is the staff member's or visitor's responsibility.

Accident Reporting

Serious injury, death or fire caused by electricity, must be reported to the Electrical Safety Service. Further information is available in the accident reporting section of safety website.

Serious injury is: Loss of consciousness that requires hospital admission or medical treatment from a health care professional.

Fire: Is of an extent that the place or part of a place cannot be used for its intended design before the accident.

Audience:

All staff.

Document Management Control:

Prepared by: Zone Health & Safety

Owned by: Board of Directors

Authorised by:

Date issued:

Last review:

Next review:



DOGS ON GROUNDS POLICY

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2007
Next Review	16/8/2007
Approval	TNR Board

Purpose:

The purpose of this policy is to ensure that dogs do not cause a nuisance or hazard on the organisations property to any person, domestic animal, or protected flora and fauna.

Policy:

Except with the express permission of the Board of Directors, dogs are not permitted on the organisation property, or in the organisations buildings. This regulation does not apply to disability assist dogs or security dogs.

Disability assist dogs must be kept under control by their owner at all times. If a dog behaves inappropriately causing injury, endangering, intimidating, or otherwise causing distress to any person on the organisations grounds the following processes may occur:

- The dog owner is to address and limit the inappropriate behaviour.
- The dog owner is to comply with any specific condition imposed in the Board of Directors permission in addition to those indicated in this policy.
- The processes available to local territorial authority through the Dog Control Act may be applied.

Definitions:

“disability assist dog” means a dog certified by 1 of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability

(a) Hearing Dogs for Deaf People New Zealand.

(b) Mobility Assistance Dogs Trust.

(c) New Zealand Epilepsy Assist Dogs Trust.

(d) Royal New Zealand Foundation of the Blind.

(e) Top Dog Companion Trust.

(f) an organisation specified in an Order in Council made under section 78D of the Dog Control Act 1996.

Audience:

All organisation staff, contractors and visitors to the organisation.

Relevant Legislation:

Dog Control Act 1996

Legal Compliance:

Auckland City Council Bylaws

Related Procedures:

None

Document Management Control:

Prepared by: Zone Health & Safety

Owned by: Board of Directors

Authorised by:

Date Issued:

Last reviewed:

Next review:



WORKING AFTER-HOURS OR ALONE PROCEDURE

Section	Health & Safety
Contact	Health & Safety Manager
Last Review	16/8/2016
Next Review	16/8/2017
Approval	TNR Board

Purpose:

When working after-hours the risks of certain hazards may be increased due to the reduction in immediate assistance in the event of an incident. Outside of the organisation core working hours, trained on site emergency response personnel may be unavailable. These may include: building and floor wardens for building evacuation, first aid trained staff, facility staff such as Managers. Other services such as telephony services may not be available.

Risks may also be increased when working alone during working hours due to availability of immediate assistance.

Prior to allowing staff to work after-hours, their supervisor should assess the hazard or the work or facility using the following steps:

- Hazard assessment
 - Identify, assess, control the hazards
 - Determine supervision requirements
- Competency of worker
- Approval to undertake the work
- Review of after-hours approval if activity or workplace changes

Note:

The way the above requirements are met is flexible. Existing mechanisms that provide the intent of the steps in the procedure should continue to be used.

Hazard assessment

A hazard assessment should be conducted for the work and after-hours work before the work commences. The hazard assessment should cover:

- identification of all foreseeable hazards arising from the work ,
- assessment the risk(s) of each hazard,
- control of the hazard to a level that is acceptable (reasonably practicable).

The hazard assessment identifies a rating for each hazard in the task or process eg low, moderate, high, or extreme. This rating is used to determine:

- the level of supervision required,
- the type of authorisation required,
- if the task is permitted to be undertaken by staff.

Appendix 1 details suggested types of approvals for each level of risk.

The following items may influence the hazard assessment outcome for after-hours work:

- the number of people working in the area after-hours;
- security in the area where work is being undertaken;
- the level of emergency personnel assistance available after-hours in the event of an incident, e.g. fire wardens and first aid qualified staff;
- requirement to complete a building after-hours log book for evacuation checking;
- consequences of unattended equipment during after-hours work;
- competency and level of experience, skill and training of the individual undertaking the work;
- whether the equipment or work is too hazardous or dangerous to be used after-hours;
- availability and requirement for a “buddy” for backup support or communication;
- ability of buddy to render assistance, support, or raise alarm;
- access to communication (e.g. phone, mobile phone, 2 way radio, GPS personal monitoring devices);
- the journey to and from where the work is being conducted and the mode of transport.

Hazard assessments must take into account the possible increase in risk because of reduced access to experienced staff and emergency services for after-hours work.

More detailed information on how to undertake a hazard assessment is available on request.

Competency of the worker

For moderate to high risk activities, the supervisor must determine and validate that the worker undertaking the after-hours work is competent to undertake the work. The supervisor should record the competency assessment.

Approval to undertake work

Supervisors should record approval given to undertake after-hours work. The record should include:

- duration of approval,
- procedure, equipment, areas that can be accessed / used,
- tasks that can be undertaken, and
- for moderate to high risk activities, detail of required controls in the hazard assessment.

(An example approval form for use with moderate and high risk hazards is at the end of this procedure)

Review of the after-hours approval if activity or workplace changes

A review of the after-hours approval is required when there is a change in the workplace or activities being undertaken

Table 1: Example list of high risk hazards that may occur during activities

Examples of high risk hazards which could be encountered are:

- Operating equipment or machinery, including workshop machinery, capable of inflicting serious injury, such as chainsaws, firearms, lathes and power saws.
- One on one interview with people where there is a high probability of violent behaviour.
- Set or studio work involving climbing towers or high ladders.
- Working with live mains electricity.
- Working near or in active natural hazards.
- Experimental extreme sports or experiences.
- Exhaustive fitness testing.
- Working in oxygen reduced environments, or contaminated atmosphere.
- Working in enclosed spaces.
- Environments with extreme temperatures.

GUIDELINES FOR PERSONAL SAFETY WHEN WORKING AFTER-HOURS

Organisation facilities used after-hours may hold items of value or be attractive to others, who may gain forced entry or wait for a staff member to arrive with keys or access codes. Examples of items which are attractive include: cash, apparatus, machinery, artwork, valuables, AV and computing equipment, intellectual property. The attraction may be to gain an item for alternative use, or ideological such as disrupting a process that is not agreed with.

When staff are working after-hours, it is preferable to have at least two staff members working together if possible.

Security needs to be informed when alarms are deactivated after-hours. Security can provide escort for staff to their vehicles when work has finished if they have concerns, or workers should relocate vehicle or transport to facilitate safe exit from the building and vicinity.

Measures to enhance safety for after-hours lone working are:

- Ensuring the building can be adequately secured from the inside.
- Keeping doors locked to prevent casual entry, if appropriate.
- Knowing location of help point locations, or arranging a remote control device, that can be used to activate an audible alarm and alert Security, if safety is threatened.

If you arrive early:

- If you are the first person to arrive at work check for any sign of forced entry.
- Where any signs of force are observed the facility should not be entered, as an intruder could be present. The Police or Security should be called, and any other employees warned when they arrive

If you will be finishing late:

- Park as near to your building as possible in an area that will be well lit at night.
- Consider other transport options if the only parking available is at an isolated location.
- Let someone know you will be working late.
- Check that you are secure inside the building and that no doors or windows have been left open or unlocked.
- When leaving the building check the immediate area outside for any people loitering, before opening the door.

- Use the best lit route to your car and have someone walk with you if possible.

Off grounds appointments:

Some activities require meeting clients in their homes or in other isolated situations. If you have this kind of work consider what practices you could adopt to reduce any potential risks to your safety.

- Leave a written record at work of where you are going, the client's name, and the estimated time of your return.

When visiting a house or other place, be guided by your instincts. If the person opening the door has a manner which makes you feel uneasy or uncomfortable, don't go inside. Make an excuse and leave immediately.

Audience:

All staff.

Document Management Control:

Prepared by: Zone Health & Safety

Owned by: Board of Directors

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Hazard Assessment & Control Form

Section A – Hazard Details			
Reference number		Date	
Date Hazard Raised		Raised by	
Site where hazard is located		Specific location	
Describe the hazard			
How can the hazard occur? <i>(i.e. what circumstances must be present for it to happen)</i>			
What will happen if it occurs? <i>(i.e. what will the consequence be e.g. serious harm, death?)</i>			
Is this a Significant Hazard? <i>(Can it cause Serious Harm?)</i>			
Who is exposed to the hazard?			
How frequently does it occur?			
How likely is/could the hazard occur?			
How will it be fixed / controlled?			
Will this <u>eliminate</u> , or <u>minimise</u> the hazard?			
What time, resources and or costs will be needed?			

Section B – Risk Category Assessment

Determine the risk category using the Risk Matrix below. Please circle.

Risk Matrix (refer to main Risk Matrix for assessment of Assets and Organisation)

Impact \ Likelihood	Negligible	Minor	Moderate	Severe	Critical
Certain / Imminent	Low	Medium	High	Critical	Extreme
Very Likely	Low	Medium	High	High	Critical
Likely	Negligible	Low	Medium	High	High
Moderately Likely	Negligible	Low	Low	Medium	Medium
Unlikely	Nil	Negligible	Negligible	Low	Low

Risk Categories

Extreme	Stop activity/process – action immediately
Critical	Consult immediately with your Supervisor/Manager to stop activity/process – action immediately
High	Inform people – immediate action to be taken and applied
Medium	Correction required
Low / Negligible	Risk perhaps acceptable – attention indicated
Result (Extreme, Critical, High, Medium, Low or Negligible)	

Section C - Hazard Action/Control Plan

Action #	Activity/action to be completed	Responsibility	Due date	Progress status update	Date completed and verified as successful

Hazard Register: Where a hazard is not immediately eliminated, but the controls have been successfully implemented and verified, then you must enter the details onto your Hazard Register for ongoing management, i.e. review and monitoring.

Significant Hazard: these hazards may require a separate implementation plan depending on the scale of the required controls. Refer to the Protocol: Hazard Management.

Section D – Residual Risk Assessment

Use the Risk Rating Matrix in Section B to recalculate the risk and determine whether the selected control has reduced the risk.

Result (Critical/High,
Medium or Low)

Enter result into the "Risk Category Rating" column of the Hazard Register.

Section E - Approval (*Manager/Head to complete*)

I declare that the information detailed above is a true and correct record.

Name		Date	
Position Title			
Signature		Hazard entered into Hazard Register Date	Y / N