

**Health and Safety Policy and Procedures**

**Health and Safety Policy**

SuperGrans is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this.

SuperGrans will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the health and safety policy.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

* Being involved in the workplace health and safety system.
* Sticking to correct procedures and equipment.
* Wearing protective clothing and equipment as and when required.
* Reporting any pain or discomfort as soon as possible.
* Ensuring all accidents and incidents are reported.
* Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
* Reporting of any health and safety concerns.
* Keeping the work place tidy to minimise the risk of any trips and falls.

**Health and Safety Procedures**

These procedures are written in compliance with the Health and Safety at Work Act, 2015 which became enforceable on the 4th April, 2016.

Under this act, SuperGrans Aotearoa and all SuperGrans are considered to be PCBU’s (Person Conducting a Business or Undertaking).

PCBU’s are responsible for the health and safety of all SuperGrans workers and **anyone that is influenced or directed in carrying out their work, either on site or off site – regardless of who they are employed by or report too**. This includes volunteers, clients and **all and** **any** other person in the vicinity.

Where there is more than 1 PCBU working together (eg. workshops), they must work together on Health and Safety matters.

It is important to ensure that **all practicable steps** **in relation to the level of risk** are taken to ensure optimal Health and Safety. In the interests of managing liability, it is equally important to be able to demonstrate that these steps have been taken. ON this basis, the use of the H & S forms provided is absolutely encouraged.

**A diagrammatic view of SuperGrans responsibilities for Health and Safety**

**SG as PCBU**

Other PCBU engaged with

Other PCBU engaged with

Visitors

Members of public

Clients

Volunteers

Contractors/Advisors

Employees

At another PCBU site

At SuperGrans

In own home

Casual

(All practicable steps)

Regular

(Treat as employee)

1. **Zero Incidents**

SuperGrans have a Zero incident policy. We may not on the face of it appear to be a high risk sector but that does not diminish our absolute need to be vigilant and pro-active at all times regarding potential hazards in the workplace.

The list of potential hazards includes but is not limited to:

* Driving in unsafe vehicles
* Driving in unsafe conditions
* Entering unsafe homes:
  + Physical violence
  + Verbal abuse
  + Dangerous equipment or surroundings
* Electrical harm from equipment
* Cuts
* Slipping and tripping
* Unsafe work station set up
* Burns
* Stress and fatigue
* Physical or verbal abuse from clients
* Workplace bullying
* Exposure to methamphetamine

1. **Hazard Register**

A register of hazards in the workplace should be maintained and used for induction and ongoing training. This should be regularly updated as new hazards are identified.

1. **Identifying Hazards**

All employees and volunteers have responsibility for informing any hazards that arise.

One person on the staff must have responsibility for Health and Safety to ensure all practicable steps in relation to the level of risk have been taken.

Workers must be included in the hazard identification, elimination and minimisation process and their views considered. Outcomes must be advised to the worker in a timely manner.

All hazards must be either Eliminated (E) or controls developed to minimise the risk as far as is practicable.

1. **Quantifying the level of risk and appropriate response**

Any hazards identified should be evaluated and recorded on the Risk Rating form (HS03). This form can also be used for site evaluations before volunteers enter a property.

1. **Communicating hazards**

Communications regarding health and safety should be recorded on the Health and Safety Communication Form (HS04).

1. **Health and Safety training**

Any health and safety training including notification of hazards and hazard controls, should be recorded on the Health and Safety Training form (HS02)

A specific person should be allocated health and safety responsibility and should be trained in identifying hazards.

1. **Personal Protective Equipment**

Any protective equipment or clothing provided should be signed for on the Personal Protective Equipment form HS06 and instructions for use provided if required.

1. **Reporting of Incidents**

A near miss incident is just as important as an actual health and safety incident. All near miss incidents and incidents which result in injury must be recorded on the H & S Incident reporting form HS05.

Should an incident involve a notifiable injury or illness, this should be reported to Worksafe NZ at the earliest opportunity.

**Important**: In the event of a serious injury, the site must not be disturbed any more than is required to move the injured person to safety.

Examples of notifiable injuries include but are not limited to:

* Amputation
* Serious head injury
* Serious eye injury
* Serious burn
* Separation of skin from underlying tissue
* Spinal injury
* Loss of bodily function
* Serious laceration
* Injury or illness requiring hospitalisation
* Injury or illness that requires a person to have medical treatment within 48 hours if exposed to a substance
* Any serious infection

1. **Recording of Incidents**

A register of health and safety incidents must be maintained at all times.

**Issues of note in relation to the Health and Safety at Work Act, 2015:**

1. A Health and Safety representative must be elected if:
   1. You have 20 or more workers. NB. Regular volunteers are included in this number. Casual volunteers are not.
   2. Sections 62,63,64,65 and Schedule Part 1 of the act must be followed if a Health and Safety representative is established.
2. If you have fewer than 20 workers, you do not need to decide whether you will have a Health and Safety committee but you must establish one if asked:
   1. By a Health and Safety representative – AND/OR -
   2. By 5 or more workers in your workplace
   3. If you do establish a Health and Safety committee, you must follow Sections 66, 67 and Section 1, Part 2 of the act.
3. If a worker does or is likely to contravene the act:
   1. A **trained** person may issue a ‘Provisional Improvement Notice’ to:
      1. Remedy the situation
      2. Prevent recurrence
      3. Remedy causal factors
   2. NB: The person must be consulted **FIRST**
   3. Sections 71,72,73,74,75,76,77,78,79,80 and 81 must be followed if you wish to issue a Provisional Improvement Notice.
4. A worker may cease or refuse to carry out unsafe work if they consider that it exposes themselves or another person to serious risk arising from immediate or imminent exposure to a hazard.
   1. See section 83 of the act.
5. A Health and Safety representative may direct unsafe work to cease. In this case, you are permitted to direct a worker to alternative work.
   1. See section 86 of the Act.
6. You are obliged to respond to any matters relating to worker stress that are bought to your attention and must be seen to apply all practicable steps to address the situation.

**General**

1. There are approved codes of conduct (ACOP’s) and NZ Standards in relation to Hazardous Substances (eg. gardening applications), noise in the workplace, heat exposure.
   1. Be mindful that if chemicals of any sort are included in the work you do, there will be requirements for storage, handling, PPE and training.
   2. If noise or heat exposure are an issue, refer to these ACOP’s on the Worksafe NZ website for guidance.

**FORMS**

|  |  |  |
| --- | --- | --- |
| **Form Number** | **Form Name** | **Purpose** |
| HS01 | Hazard Identification Form | To be used when assessing hazards in a new environment or when an environment changes. |
| HS02 | Health and Safety Training Form | To be used to demonstrate that Health and Training has been carried out and that the trainee understood the training received. |
| HS03 | Risk Rating Form | To be used when assessing the hazard response in relation to the level of risk. |
| HS04 | Health and Safety Communication Form | To be used to record Health and Safety discussions, decisions and attendees. |
| HS05 | Incident or Near Miss Reporting form | To be used when a near miss or injury incident occurs. |
| HS06 | Personal Protective Equipment Form (PPE) | To be used when PPE is issued to confirm that the worker has received it and understands how to use it. |