

# Health and Safety Policy

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Advisor or visit [NailedItSafety.co.nz](https://naileditsafety.co.nz)



# Revision and Document History

Review Date	Summary	Reviewed By	Authorised By
30/04/2020	Document Creation	Nailed It Safety Solutions	Leadership Team
30/01/2022	Review	Nailed It Safety Solutions	Leadership Team
11/02/2022	Addendum additions	Nailed It Safety Solutions	Leadership team

## Current Version

Policy Version 2  
Policy Date 30/01/2022  
Review Date 30/01/2023  
Modified By Nailed It Safety Solutions

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We gratefully acknowledge the material provided by Worksafe NZ which has influenced this policy. This policy is not endorsed by Worksafe NZ.

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# Recommended Schedule

Follow the suggested schedule below to help comply with your obligations under the HS Legislation.

Frequency	Event	Responsibility	Supporting Information
Weekly	Ministry Leaders Meeting (add health and Safety)	Health and Safety Officer to prepare report. - Youth Pastor / Elder - Other ministry leaders.	
Monthly	Facilities Safety Check	Health and Safety Officer	Facilities Safety Inspection - Church.
1 year	Review Hazard and Incident Registers	Health and Safety Officer (HSO)	
6 Months	Fire/ Emergency Drill	Health and Safety Officer (HSO)	
1 year	Review Policy, ensure current and relevant to organisation requirements	Leadership team / HSO	
5 Yearly	Re-do Ministry of Justice checks for volunteers and workers.	Health and Safety Officer (HSO)	

# Easy Start Checklist

We realise that Health and Safety can seem overwhelming, especially if you've just been handed a folder and told to "fix it". Therefore, we put together an Easy Start Checklist to assist in breaking in a new set of procedures and documentation. This checklist is not intended to be exhaustive but does provide a good place to start. For more info, refer to your policy in general.

Health and Safety is a critical topic and your efforts in doing these things might just save a work-colleagues life or prevent serious harm. We encourage you to keep it practical and remember to praise the good actions of your team twice as much as you correct the bad!

For a series of helpful articles and information on Health and Safety in general, visit [www.naileditsafety.co.nz](http://www.naileditsafety.co.nz). If you have any questions then contact your Health and Safety advisor.

Tick When Done	Event	Assigned to
	Review HARM Register, ensure that all recommended controls are in place and that the HARM register reflects the practical controls that you've established in real life.	
	Review your documentation and policy, ensuring that you understand the requirements, your responsibilities etc.	
	Hold a staff induction session; bring your staff up to speed with your new system.	
	Update staff training. Take an inventory of the formal and informal training your team has done, enter it into the register, and ensure that your skillsets meet the minimum required for your industry.	
	Schedule a meeting with your Leadership team team for a month out to give them a progress report and update them on what's going on in their business.	

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# 1. Document Overview

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# 1.1. Purpose

At Latimer Church, we take health and safety seriously. Our staff are our greatest asset and, without them, we would not be here. We recognise that our industry is wrought with hazards and we aim to lead our industry in practical health and safety. We pledge to take all practical steps to make our workplace safer and better, so that every one of our valued staff goes home safe.

This manual in its entirety should be made available to all workers and contractors at the office for their reference.

# 1.2. Objective

Our health and safety programme aims to:

1. promote excellence in health and safety management;
2. continually improve current health and safety performance;
3. provide a safe and healthy work environment;
4. identify and control actual and potential hazards;
5. establish and maintain communication on health and safety;
6. support our workers participation in health and safety matters;
7. identify needs and provide training on health and safety;
8. demonstrate a commitment to the accurate reporting and recording of health and safety matters; and
9. comply with legal and organizational obligations.

# 1.3. Review Process

## 1.3.1. Scope

Health and Safety is an ever-changing field. Your business grows and expands, new laws get passed, and new guidelines are released by authorities. Your Policy therefore should be treated as a living document constantly under revision.

## 1.3.2. Schedule

Your Policy Should be reviewed per the following schedule:

Document	Review Period
General sections of this document	Review in entirety at least annually
Sections II-IV - Individual processes and policies	On a rotational basis. Review one policy per scheduled safety meeting.
Supporting documentation (Task Analysis' etc)	On a rotational basis. Review one policy per scheduled safety meeting.
Hazard and Risk Register (spreadsheet)	Review 6 monthly

## 1.3.3. Process

1. The policy or process for review is selected by the HS Team. This can be prompted by a number of things but usually is the result of a site audit, near miss or incident recommendation.
2. The Health and Safety team (officer or HSRs as appropriate) will review the policy and collate suggested changes.
3. Management to authorise and approve these changes
4. Revised document is added to the H&S folder (move previous versions to the "Archive" folder)

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### 1.3.4.Auditing Systems

We will audit our systems regularly to ensure that our written processes are working in real life. This will be conducted by an external 3<sup>rd</sup> party as part of their site audit.

### 1.3.5.Assistance

Your Health and Safety advisor from Nailed It Safety Solutions will contact you when it's time for the annual review.

Health and Safety is an ever-changing field. Your business grows and expands, new laws get passed, and new guidelines are released by authorities. Your Policy therefore should be treated as a living document constantly under revision.

### 1.3.6.Schedule

Your Policy Should be reviewed per the following schedule:

Document	Review Period
Policies and Processes in this document	Review in entirety annually
Individual processes and policies	As required – for example, new equipment purchase, expansion of services, accident reports etc.
HARM Register (spreadsheet)	Review 6 monthly

### 1.3.7.Process

5. HSO to review the existing document and list suggested changes
6. Leadership team to authorise and approve these changes

### 1.3.8.Assistance

Your Health and Safety advisor from Nailed It Safety Solutions will contact you when it's time for the annual review.

## 1.4. Legislative Requirements

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The Health and Safety At Work Act (2015) is the main governing Act of Parliament for our organisation in relation to Health and Safety. The duties of the PCBU, officers, and staff are explained in this document. The Resource Leadership team 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.

# 1.5. Responsibilities

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## 1.5.1.PCBU – Latimer Church

We will provide a safe place to work and worship for all visitors, volunteers, and paid staff whilst under our care. We are committed to empowering the staff and officers of the PCBU to achieve their stated legislative and PCBU Health and Safety objectives. We understand our primary duty of care.

### Primary Duty of Care

The PCBU must ensure, so far as is reasonably practicable, the health and safety of staff and that other people are not put at risk by its work. This is called the 'primary duty of care'.

- the health and safety of staff who work for the PCBU (eg employees or contractors, including their subcontractors or staff) while they are at work in the business or undertaking
- the health and safety of staff (including volunteers) whose work activities are influenced or directed by the PCBU while the staff are carrying out the work.
- that other persons are not put at risk by the work of the business or undertaking (eg a visitor to the workplace, or members of the public who could be affected by a work activity).

Our church also has a responsibility to care for our congregation and our visitors, including our youth and children.

### Specific obligations:

- provide and maintain an environment that is without risks to health and safety
- providing and maintain safe plant and equipment
- Consult and engage with ministry leaders and other staff
- providing adequate facilities for the welfare at work of staff in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing any information, training, instruction, or supervision that is necessary to protect all people from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- monitoring the health of staff and the conditions at the workplace for the purpose of preventing injury or illness of staff arising from the conduct of the business or undertaking.

## 1.5.2.Church Leadership and Board

- Provide accountability for those involved in Safety and ensure items get actioned.
- Distribute resources to action concerns raised as appropriate.

## 1.5.3.Staff – Health and Safety Officer (Barnaby (Rosebank) & Esther (Berswick))

- Take the leadership in Health and Safety
- Promote our Safety Program to staff and volunteers
- Provide oversight of the Health and Safety Program
- Liaise with the board and elders in matters of Health and Safety
- Provide administrative support and technical advice to the church in matters of Health and Safety.

## 1.5.4. Staff – Volunteers and Paid Staff

It is the responsibility of all staff to take all practicable steps to protect themselves from harm and to protect any other person. In assisting with this responsibility, staff must:

- participate in hazard Leadership team by identifying new hazards prior to commencing any work and take note of any hazards likely to be encountered and to observe the applicable hazard control plan instructions.
- participate, where required, in training sessions
- report all accidents and near miss accidents to Leadership team for correction as soon as possible
- participate in health and safety training programmes

## 1.5.5. Child Safety Officers

Latimer Church is committed to the physical, emotional and spiritual welfare and safety of all people, particularly within its own community. To ensure the safety of children and vulnerable people in our communities, Latimer Church, in conjunction with the CCAANZ, will:

- Carefully recruit and train its clergy and church workers;
- Adopt and encourage safe ministry practices by its clergy and church workers;
- Respond promptly to each concern raised about the behaviour of its clergy and church workers;
- Offer pastoral support to any member who has suffered abuse;
- Provide supervision of any member of a congregation who is known to have abused a child or another vulnerable person; and
- Provide pastoral accountability (within the context of the ministries, locations, and activities of the parish) to any member of a congregation who is known to have abused a child or another vulnerable person.

Latimer Church will follow the guidelines recommended by the CCAANZ in the Safe Ministry Blueprint for Churches.

- The Vicar and the Churchwardens are ultimately responsible for making sure ministry conducted throughout the parish is safe for children, young people, and other vulnerable adults. There will be a lead officer from among these three, so oversee all Safe Ministry matters.
- The Lead Officer as appointed by vestry on 14 Septemeber 2020 is James de Costobadie.
- The Officers will appoint a Vulnerable People Safety Officer for the parish.
- As at 14 September 2020, the VPSO is Clare Daubney, the deputy VPSO is Paul Vaughan.
- Duties of the VPSO include:
  - Assist the lead officer to comply with the child protection screening requirements,
  - Keep records of NZ Police Vetting Checks and Safe Ministry training,
  - Monitor and report on safe ministry systems and practices in the parish, and
  - Report and abuse.

For further details see the Safe Ministry Blueprint for Churches.

## 1.5.6. Other Persons

The HSWA Act also includes a forth category – Other Persons. This category includes everyone who is not worker or officer of any PCBU, for example, visitors and regular church attendees.

Please see the Hazard Register under visitors and regular church attendees for Other Persons duties.

# 2. General Policies and Procedures



## 2.1. Equipment and Facilities Safety

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### 2.1.1. Scope

The purpose of this policy is to ensure that the equipment utilised by our organisation is of fit condition for use by any competent/trained staff or volunteer and that faulty equipment is not used until repaired.

This policy does not include or hire equipment.

### 2.1.2. Reporting a fault

Can you fix it yourself?

- If YES, fix it!
  - If No, report it using a maintenance form!
- 
- Anyone may report a fault in a piece of equipment using the “Out of Service Maintenance Form” system. Affix the bottom half of the form to the item in a place that’s obvious and discourages unauthorised use prior to repair. Take steps if necessary to prevent unauthorised use ie remove keys, lockout tag etc. Better yet, physically remove the item and put in a discard bin.
  - Some vehicles or equipment may have a separate lockout procedure – if so use this in conjunction with the report form
  - Urgent faults that affect the safety of the user or personal around the equipment should be reported verbally to Leadership team and the equipment immediately removed from service by handing to your Health and Safety officer who will then organise repair). A maintenance form still needs to be completed and as soon as practical.
  - Faulty electrical items should have the MALE end of the plug (never the female end) physically cut off to prevent reuse.

### 2.1.3. Facilities Safety Inspections

We conduct regular inspections of our facilities on a monthly basis.

These forms and templates can be found in the Facilities Safety Inspections folder. Store completed copies digitally in this folder also.

## 2.2. Hazard Identification and Management

### 2.2.1. Scope

The purpose of Hazard Identification is to ensure that all people in our organisation have adequate protection from hazards. It shall be the responsibility of the PCBU Officers to ensure that this process is carried out.

### 2.2.2. Identification of New Hazards

Our organisation identifies new hazards through the following channels:

Item	Description	Completed By
Facilities safety inspection	Building checklist – monthly	Anyone
General equipment maintenance checklist	Checks all gear every 3 months	Anyone
Near Miss and Accident Reports		Anyone
Hazard Reports		Anyone

### 2.2.3. Developing Controls

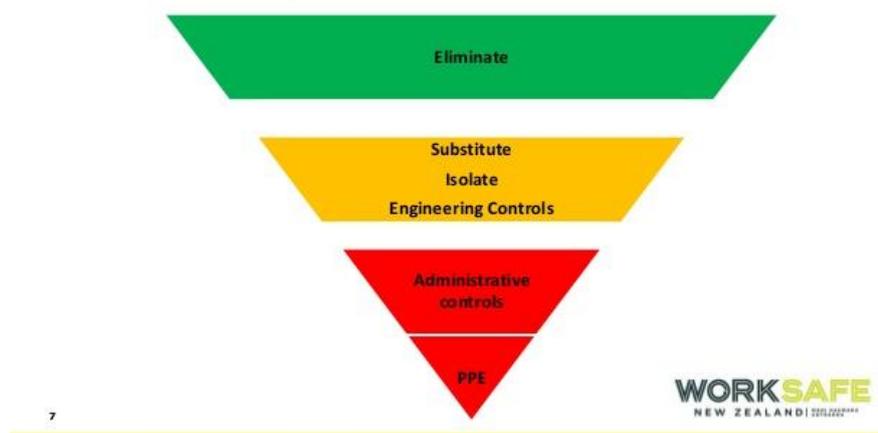
All identified hazards shall be evaluated according to the risk matrix and have the most appropriate controls implemented and maintained. The key to managing risk is “So far as is reasonably practicable”. Where required / practical, HSOs, contractors + consultancy services (see Consultancy and External Advice) should be consulted for advice on the best way to deal with Hazards.

External Contractors could also be used for specialist testing and advice, for example:

- Hearing and Lung testing
- Benchmark pre-employment drug/medical
- Asbestos confirmation testing

The following criteria shall be adhered to when implementing controls:

#### HIERARCHY OF CONTROLS



## 2.2.4.Risk Matrix

The Risk Assessment Matrix should be used when a new risk is identified to determine the appropriate severity and level of control.

To determine the risk score of the Hazard, ask yourself..

“What is the CONSEQUENCE and LIKELIHOOD of the Hazard Occurring with the CURRENT CONTROLS in place?”

		Consequence of event occurring				
		Superficial	Minor	Moderate	Major	Catastrophic
Likelihood of event occurring	Rare (<5%)	Low	Low	Low	Low	Moderate
	Unlikely (5-10%)	Low	Low	Low	Moderate	High
	Possible (10-50%)	Low	Low	Moderate	Moderate	High
	Very Likely (50-75%)	Low	Moderate	Moderate	High	High
	Almost Certain (>75%)	Moderate	Moderate	High	High	Extreme

Add the new hazards to the Hazard and Risk Register Spreadsheet found in your HS Folder. Several examples have already been completed for you as you can see in the image below.

### Master Hazard and Risk Register

Version 2  
Updated 30/07/2018  
Review As often as required, 6 month scheduled review by management

Identified	Date Last	Category	Description	Risk	E/M	Method	Risk Control	R Risk	Significant Hazard?
		Construction / Client Site	Friseurs / Falls / entrapment	M	M		Consult Engineers, fence off	L	Y
		Construction / Client Site	Insect infestations - spiders, mites etc	L	M		Pest control if required	L	N
		Construction / Client Site	Pedestrian foot traffic on path outside gates while loading / unloading	M	M		Warning cones, signage, barrier tape. Give pedestrians right of way	L	Y
		Construction / Client Site	Reinforcing install, impalement, trips	M	M		Cap	L	Y
		Construction / Client Site	Installation of beams, pinch points / manual handling	H	M		Toolbox before start, mechanical lifting aids ie trolley etc. Clear work area for solid footing	L	Y
Nov-17		Cuts	Abrasions / Cuts from sharp objects	L	M		Ensure cutting tools have appropriate safety guards in place. Use tools correctly.	L	N
Nov-17		Cuts	Broken glass, other sharp objects from rubbish causes cut	L	M		Use gloves while removing rubbish, use proper footwre, take extra care report all incidents.	L	N
Nov-17		Demolition	Cutting holes in old cladding / soffits - potential ACM	M	M		Be aware of what ACM looks like, STOP WORK IF YOU SEE ANY AND CONTACT SUPERVISOR	M	Y
Nov-17		Demolition	Removal of old weatherboards - nails	M	M		Remove all nails from boards not going directly into skip / throw directly into skip	L	Y
Nov-17		Demolition	Removal old weatherboards - mold, dust, other contaminants	L	M		P2 mask while undertaking demolition, watch for signs of contaminants and adjust work method appropriately.	L	N
Nov-17		Demolition	Removal of old weatherboard - potential ACM	M	M		Be aware of what ACM looks like, STOP WORK IF YOU SEE ANY AND CONTACT SUPERVISOR	M	Y
Nov-17		Demolition	Hit live wiring, electrocution	M	E		Registered Electrician to kill the power to the area we are working on if electricity is identified as a hazard	L	Y
Nov-17		Dust and Filings	Materials in eyes, Harmful. Materials in eyes, Harmful	M	M		Wear appropriate safety glasses when using power tools or near dust.	L	N
Nov-17		Electrical	Electrical Shock from Equipment	L	E/M		Ensure maintenance process is followed. Test and Tag.	L	N
Nov-17		Electrical	Electrocution from work near/on electrical fittings. Electrocution from work	H	E		Isolate power if appropriate to site. Only use tagged electrical equipment. Ensure all leads are in good order. Use a 1633 rated RCD to protect from	L	Y

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## 2.2.5.Risk Level Guidance.

Note: Examples given are just that – examples only.

Consequence of Actions Occurring	
Level	Example
<b>Catastrophic</b>	Death or permanent injury to one or more person caught in event. May include Damage to property – total loss / write off.  Example: Fatality due to electrocution, multiple people seriously injured.
<b>Major</b>	Serious harm (as defined by the HSWA legislation)– broken bones, severe injuries, requiring hospital treatment taking more than 48 hours. Most likely notifiable to <u>Worksafe</u> . May include some extensive damage to property requiring substantial fixes to make-safe.  Example, loss of limb, broken bones, contracting a workplace-disease,
<b>Moderate</b>	<u>Non-permanent injury</u> , may require onsite or off-site medical treatment (not usually emergency level). Sprained ankle, cuts, etc. Property damage may be included also.  Example: pulled or sprained muscle including ankles or backs, eye injury, possible concussion, deep or extended cuts
<b>Minor</b>	Small injuries not requiring offsite first aid. Minor cuts, bruises. Property damage not usually a factor.  Example: cuts, stubbed toes, trip onto ground.
<b>Insignificant</b>	Minimal physical injury if any. Small grazes.  Examples: trips without injury, grazes, non-damaging burns.

Likelihood of Actions Occurring		
Level	Explanation	Action Required
<b>Almost Certain</b>	Catastrophic. Death is very likely.	Site shut down, inform all involved personal
<b>Likely</b>	Significant. The likelihood of severe injury is high. See definition below.	Immediate action required, taking all practical steps
<b>Possible</b>	Moderate. Possibility exists for harm or severe injury.	Action Required within 3 working days, taking all practical steps.
<b>Unlikely</b>	Minor Risk. Possible in unlikely circumstances for person to be harmed	Risk Reduction steps to be taken where practical.
<b>Rare</b>	Very minor risk, severe injury risk negligible	Action required only if cost effective and practical

## 2.2.6.Recording of Hazards and Controls.

Identified Hazards and Controls should be recorded in the Hazard and Risk Register

## 2.2.7. Definitions

**Significant Risk** means a hazard that is an actual or potential cause or source of -

- a. Serious harm; or
- b. Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- c. Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

### Risk

- a. Risk is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

## 2.2.8. Reviews

The Health & Safety team shall carry out a review and assessment of the Master Hazard Register at a minimum frequency of once per year. They are responsible for ensuring the controls put in place to contain hazards remain effective. The purpose of the review is to ensure the Hazard Register is current and that the control actions are still effective. The review should include:

- A hazard by hazard review of existing entries, checking that the hazard is still relevant and the established controls are effective.
- The addition / deletion of entries, where appropriate.
- A short action plan should be established, recorded, and follow up actions should be delegated and time stamped.

Note: The Rosebank location's Hazard and Control review will be completed upon purchase and thereafter added to the yearly review of Latimer Properties.

## 2.3. 3<sup>rd</sup> Party Facility Use Policy

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### 2.3.1. Scope

Our Church leases our facilities to various community organisations and groups and has an obligation to ensure that our facilities are safe for use.

### 2.3.2. Working with other Groups

Key points to consider:

- What activities will take place and who will partake?
- Is this group's mission statement in harmony with our own?
- Will there be alcohol at this event (supplied or allowed)?
- Is there an appropriate Health and Safety plan in place?

### 2.3.3. Community Group Info Pack

When we receive an enquiry asking for the use of our building (single or long term use included), simply send the enquirer a copy of our Community Group Info Pack for them to look through and return as required.

This pack includes:

- Health and Safety Church Contact
- Church Info Brochure
- Facilities Use Guidelines (includes Health and Safety information)
- Feedback Form (also make these available at the church.
- Contract for their use and payment info.

They will send back

- Signed Contract
- Health and Safety Form OR a signed, recent (reviewed within the past year), Health and Safety Policy for their organisation.
- Feedback Form – after the event, if applicable.

The returned info should be reviewed and approved by the leadership team.

## 2.4. Contractors

### 2.4.1. Scope

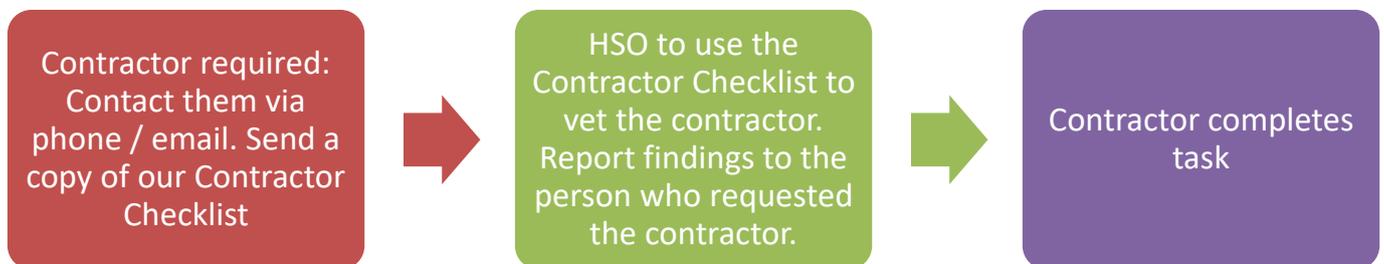
All contractors who we work with must be vetted and meet our contractor requirements. This process explains how we work with contractors to ensure the safety of our people.

Our minimum requirements for working with them are:

1. A current Health and Safety Plan – specific to their company's unique business.
2. Liability Insurance.
3. Some form of proving competency / qualifications (preferably a training register or matrix).
4. All contractors are to wear the appropriate PPE for the work that is being carried out. PPE may include but is not limited to: Hi Vis, Head Protection, Hearing Protection.

Use the Contractor Checklist to appropriately vet contractors before any job. Simply send them a copy of the checklist via email, or have them complete it on arrival. Any questions should be directed to the Health and Safety Officer.

### 2.4.2. Process:



### 2.4.3. While the Work is Being done

While they are working on site the Contractor should keep in contact with their Church contact. They need to let us know

- If the work changes from scope
- Of any new hazards that aren't listed on the contractor checklist that could affect our team.
- If there are any near misses or accidents.
- If they bring in sub contractors who haven't been mentioned on the contractor check sheet.

## 2.5. Working alone policy

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### 2.5.1. Scope

Although the majority of our work will be carried out with more than one person present, it is possible that one of our staff may have to work by themselves from time to time. This policy establishes our guidelines for Working Alone.

### 2.5.2. Church and Leadership

When considering someone for working alone the company needs to weigh up the risks to determine if it's safe for the work to be done by a single person.

#### Consider:

1. What are the risks the worker will deal with when working by themselves?
2. Plan well so that staff work in pairs wherever possible.
- 3.

### 2.5.3. Staff Responsibilities:

1. Ensure that you have a charged cell phone at all times.
2. If visiting some in their home ensure that you let someone know where you are going. Ideally, go in pairs or plan your visit for a public venue if you have any concerns.
3. Be extra diligent in checking for hazards and identifying risks onsite both prior to starting and as you go..

## 2.6. Office Safety

### 2.6.1. Purpose and Scope

Our church runs a busy office with a number of hazards. This policy covers how we manage the identified hazards and risks. Print and mount this policy to the wall in a location visible for all staff.

### 2.6.2. Hazards and Controls

HAZARD	Risk	E/M	CONTROL	R.R
RSI, OOS from repetitive motions	M	M	Refer RSI and OOS Policy	L
Kitchen space, appliances	M	M	Do not place appliances near water, ensure building is wired to RCD and this is tested regularly	L
Kitchen space, slippery floor	L	M	Wipe up spills as you go	L
Stairs, trip down	M	M	Signage to remind people to use handrails	L

### 2.6.3. Safety Checks

- Staff are encouraged to be proactive in safety and to fix hazards as they arise. Any hazards which cannot be fixed should be reported to management.
- Building issues that require the owner's attention should be reported to company management who will then approach their contact at the leasing firm.

### 2.6.4. Reporting hazards, incidents and feedback

- See a hazard that you can't fix yourself? Had a near miss or hurt yourself while at work? See your manager.

# 3. Church Specific Policies and Procedures



## 3.1. Church Service Safety

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### 3.1.1. Responsibility of Ushers/Welcomers

Our church will appoint and train several ushers/welcomers who are largely responsible for safety in the church service.

- Preventing hecklers and heading off any disruptions to the services
- Keeping an eye out for the kids
- Guidance in an emergency.
- Assisting as required.

### 3.1.2. Facilities Safety Checks

Complete the Facilities Safety Inspection – Church checklist once a month.

### 3.1.3. Property Safety Measures

1. To ensure that the residential property (180a Johns Road) from the commercial property, a fence/gate will be in-place and regularly maintained, crossing the driveway by the pedestrian gate to the residence. This is to be secure enough to stop children from accessing the other property and is to be kept shut at all times unless requested by the property manager.
2. Any Health and Safety concerns that may arise from the residents are to be communicated to the H&S office Barnaby Coxon.
3. Occupants of the residential site are not to access the 180 Johns Road property without written approval.

### 3.1.4. Special Activities.

1. Occasionally our church holds special activities outside the normal scope of events, for example; Youth Camps, Community BBQs etc.
2. Our church takes safety very seriously when undertaking special events and shall take all practical steps to ensure the safety of all leaders and participants.
3. Ministry leaders and the HS Officer should be consulted to establish what controls, if any, need to be established.

## 3.2. Volunteers Policy

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### 3.2.1. Scope

Latimer Church relies heavily on the work of volunteers. This policy explains how we manage the safety of our volunteers.

### 3.2.2. Preparation

Good preparation is key to a successful working bee. Prepare by:

- Determine the tasks that volunteers will be undertaking. Generally it's not a good idea to have volunteers undertake work that is high-risk – for example, work at heights (except of ladders) or technical work.
  - Volunteers must not use Hazardous Substances class 6 or 9 unless they have the appropriate training.
  - Volunteers who use hazardous substances (except class 6 or 9) **must** undergo *Chemical Competency Training* before use.
  - Volunteers who use plant (mowers, walkers, chainsaws etc) **must** undergo *Plant Competency Training* before use.
  - Volunteers who use heavy machinery must hold a current licence to operate that machine and will be documented in the Training and Competency Register.
  - While construction/demolition work is being carried out, any volunteers are to wear appropriate PPE including (but not limited to): Hi Vis, Head protection, Hearing Protection.
- Take a walk around the site where the work will be done. Note any hazards that need to be explained.
- Make sure you have sufficient PPE for all personal involved in the works.
- Discourage volunteers bringing their own tools, ladders, equipment as it's difficult to control the condition of such.

### 3.2.3. On the Day

- Assemble the volunteers and induct them by using the Volunteers Briefing sheet.
- Complete any maintenance, near misses, or accidents as you would normally

### 3.2.4. Review

- Review the working bee's performance and safety by discussing with management after the event.

## 3.3. Youth Activities, Outings etc.

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### 3.3.1. Scope

Occasionally our kindergarten group will go on an excursion in the community. This policy covers how we will handle such an event from a safety-standpoint.

### 3.3.2. Before You Go – Planning

Complete Activity Risk Assessment form for each outing.

Consider:

- Where are we going? Will we be walking/driving?
- How many staff/adult supervisors are required?
- Have parents been informed or notified? (if required)
- Who will handle first aid?
- How will we deal with emergencies, such as medical events, lost children, vehicle accidents etc?

This must be reviewed and signed off by the Supervisor.

### 3.3.3. Outings to Established Businesses or Organisations

If we are visiting an established organisation such as a business then they will likely already have a Health and Safety Programme in place. In these instances, **good communication** is key to a safe and successful outing.

- When choosing the outing we will weigh the safety of the kids heavily in deciding what outing is appropriate.
- Discuss with the business our plans, their requirements, and ensure that we can meet all their expectations in terms of number of adult to child ratio, etc.
- Complete the Risk Assessment and submit it for sign off.
- At least 12 hours before the outing, contact the business and double check booking, ask if there is anything we need to do to prepare.

### 3.3.4. During the Outing

- Follow the instructions of any guides / staff from the business (if applicable)
- Follow the controls to the hazards identified in the Risk Assessment.
- Report any safety issues to your supervisor

### 3.3.5. Afterwards

Review how the outing went as part of the regular safety meeting, make a note of any improvements needed for the next field trip.

# 4. Staff and Volunteers

Modified

30/01/2022

Review

30/01/2023

Policy Version  
Page

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**Latimer**  
CHURCH

## 4.1. Volunteer / Paid Staff Training and Vetting

### 4.1.1. Scope

All staff and volunteers will receive training for the tasks that they are asked to do. For some tasks this can be done in-house through pairing the new staff/volunteer with an experienced co-worker. Other training requires an external organisation to run – for example, first aid, early childhood education etc.

### 4.1.2. Assessment of Training Requirements

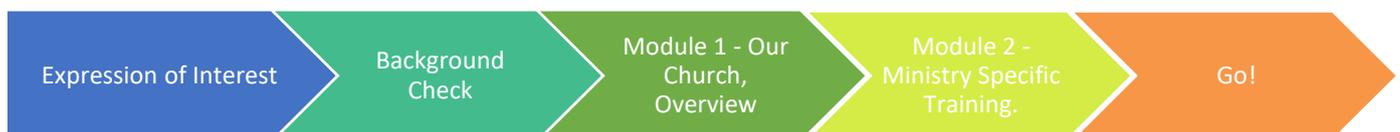
Leadership team (including HS tasked staff) will identify what training our staff/volunteers require as the need arises. For example:

- Accident Report investigations
- Staff requests
- The purchase or hire of new, unfamiliar plant or equipment
- Employment of new staff, especially for positions new to the organisation
- Any other situation which Leadership team deems further training is necessary.

### 4.1.3. First Steps Training and Induction Program

One of the most effective points at which an organisation can minimise the possibility of harm to children is during the appointment of both paid and unpaid staff. Thorough and robust screening during the recruitment process can protect the organisation from the impacts of having unsafe staff. These can include financial loss and damaged reputation for the organisation, as well as the emotional impact on other staff when a child in their care is abused.

**All volunteers and paid staff** should be run through our Module One of our **First Steps** training program before they start their position. Paid staff must also complete Module Two which explains our process and helps to ensure that we maintain a high-quality service.



## Module 1

Run by: Health and Safety Officer (Youth Protection Officer can also help if you have one)  
Required by: ALL Staff + Volunteers.

### Covered in this course

- Working with Children and Youth.
- My Responsibilities in Health and Safety
- Accident Reporting
- Preventing and Dealing with Child Abuse.
- Identifying the vulnerable child / family unit
- Understanding needs vs risk in a family
- How Disclosure works and what it looks like.
- Reporting and investigation process.
- Do's and Do Nots.

Module 1 also includes a Ministry of Justice Check with the police. This is mandatory for all staff and volunteers who will be serving in youth ministries.

All volunteers should be rescreened (MOJ check) 5 yearly.

## Module 2

Run by: Ministry Leader

Required by: All persons who want to serve in a ministry.

- Ministry / Church / Kindergarten specific procedures. For example, this is we run creche or youth groups

This process should be overseen by the Health and Safety Officer. They will work with the Ministry Leaders to ensure that new helpers are trained / vetted appropriately.

A training session should be held whenever a new group of volunteers is to be brought onboard, or on a yearly basis (whichever is more frequent).

Refer to your Staff Training folder for helpful notes which can be used as a starting point for running your training sessions.

### 4.1.4.Records

Training should be refreshed as required. Refresher dates are included in the Training Register.

## 4.2. Team Engagement in Safety.

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### 4.2.1. Scope

It is critical that our staff are involved with our Health and Safety programme and are provided with ample opportunity to contribute to the safety of their colleagues. While each of these aspects are covered separately in this policy, this section provides a good summary and overview of our efforts to involve all staff.



### 4.2.2. Our Leadership Team Will

- Provide opportunity for staff to voice their opinions at regular safety meetings per the schedule found in Section I of this policy
- Provide the right forms for Hazard Identification and ensure that staff are aware of how to use them
- Keep good records of any safety topics discussed. Records can be kept by email, text, or using the meeting minutes template.
- Foster a good attitude towards safety by displaying a positive attitude yourself.
- Reward initiative, thinking outside the box, and going the extra mile when it comes to safety.

### 4.2.3. Our culture

We aim to build a culture of safe behaviour. Our values are:

- **We take the innovative** – proactively fixing hazards mean it's one less thing to worry about.
- **We protect our people** – looking out for our mates is what we do here. If you see someone taking an unnecessary risk then do something about it; you might not get another chance.
- **We go the extra mile** – Quality work is safe work. We take pride in doing things by the book, to code, and keeping our site clean and safe.

### 4.2.4. Staff are Expected To

- Talk to management about hazards that you can't fix yourself. Report any near misses or accidents so that we're able to learn from our mistakes.
- Follow the process. Once we establish a process it's set in stone until it's review time. It's there for a reason. Taking shortcuts leads to shoddy work and lost fingers.
- Participate in discussions around safety with a good attitude. There are many opportunities for you to show you're a "safe guy" (or gal!)
- Reporting hazards, near misses, or accidents.
- Reporting praise points for a job well done.
- Taking the initiative and fixing a problem before it arises.
- Taking part in the company safety meetings

We will review this policy annually to check that it is effective.

# 4.3. Staff Inductions

## 4.3.1. Scope

All new employees of our company must undergo an induction session within 48 hours of them coming on board. This is to ensure that they become aware of our safety and quality control procedures, and to give them a chance to ask questions.

## 4.3.2. Content

The staff induction form is found under staff and training/employee induction forms/employee induction 2.0. The first page gathers information and contains a brief assessment to ensure that the new employee understands his or her obligations. The second page contains a bulleted list to aid the trainer in inducting the employee.

- Part I – Gather employee information, distribute forms and info (Kiwisaver etc)
- Part II – Basic staff info
- Part III – Task-specific training, select modules from our Able to Use program.

Part I&II can be done at the yard with part III followed up onsite.

## 4.3.3. Process

- I. Trainer contacts new staff and arranges a time to induct them
- II. Trainer takes the new staff member through the induction parts I&II
- III. Trainer gets photos of any licenses, certificates etc that the trainee already possesses.
- IV. Photos and forms sent through to office for filing and entering training matrix.
- V. New Staff Member is sent onsite to meet with his/her supervisor, who works through Part III on the job. When the supervisor is satisfied then he/she signs off the trainee as competent.

**STAFF INDUCTION**

**Employee Information**

Name \_\_\_\_\_

Email \_\_\_\_\_

Cell phone \_\_\_\_\_

Home phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Contact number \_\_\_\_\_

Relationship to you \_\_\_\_\_

**Document Checklist** (ask only those that you've received today)

<input type="checkbox"/> Staff Release / ACC Policy	<input type="checkbox"/> RD 323 Form
<input type="checkbox"/> Vehicle Policy	<input type="checkbox"/> KS3 – Kiwisaver fact sheet
<input type="checkbox"/> Drug and Alcohol Policy	<input type="checkbox"/> KS2 – Kiwisaver deduction form
<input type="checkbox"/> Bank Account details	<input type="checkbox"/> KS10 – Kiwisaver opt-out form (only if opting out of Kiwisaver)

**Assessment**

	True	False
1. I need to report all Near Misses, Accidents and Hazards via the TWC form		
2. If I'm unsure if I'm able to do a task safely and efficiently then I should tell my supervisor instead of pushing ahead.		
3. Safety is my responsibility – not someone else's!		
4. Overalls, Respirators, Eye Protection, and Gloves are the PPE needed for working with Hazardous Substances		
5. If I'm unsure about something I can always ask my HSR in confidence.		

By signing the below, I acknowledge that I have attended the company Induction Program and agree to abide by our company Health and Safety policies. I will ask my Supervisor if I have any questions.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date of Induction \_\_\_\_\_/2021

**Trainer Only**

All documentation signed

Photo of their licenses and training certificates

Recorded in Training Matrix

Date for training follow up entered in calendar \_\_\_\_\_ (in 2 months)

## 4.4. Safety Meetings

### 4.4.1. Weekly Ministry Team Meeting

Every week we hold a team meeting which we'll also raise any Health and Safety Concerns as they arise.

#### Attended By:

- All Ministry Team Leaders

#### Agenda:

Appoint someone to take notes in the 3<sup>rd</sup> column below.

Agenda Item	Sample Items	Note-taker Action
Actions taken as a result of previous meetings.	"Joe said that he's running out of disposable gloves – ACTION TAKEN – Joes been given new ones"	Take meeting minutes, record that the event has been discussed. Record any discussion taken place and any further actions
Near Misses, Accidents, and Hazards arising from events from last week	One kid tripped over playing in the parking lot. What can be done better to prevent it from happening again?	Followup with the reporter as required. Record actions taken.
Other Hazards	We have painters coming in next week.	Enter any new hazards into Hazard and Risk Register.

#### Records

Record minutes from the meeting and keep stored digitally.

Any reported Near Misses, Accidents or Hazards should be followed up by the appropriate person.

## 4.5. Strain Disorders (RSI, DPI, OOS) Prevention Policy

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Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore, the risk factors for DPI need to be controlled by eliminating the hazard if possible, or else by isolating or minimising the hazard.

The purpose of this policy is to provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

### 4.5.1. RESPONSIBILITIES

#### Leadership / Safety Officer.

- Encouraging staff to report any work-related pain as early as possible using the standard reporting system.
- Ensuring the work environment of any staff who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Facilitating an early return to work for any worker who has been absent through an DPI related injury where possible through the Rehab program described in this plan.
- Ensuring the staff have gear suitable for their task. For example, laptops are not designed for long periods of use without an external keyboard, mouse, and monitor.

#### Staff.

- Reading the DPI awareness information and attending training where required
- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Making smart lifestyle choices to reduce the risk of DPI, such as regular exercise routines both at work and home.
- Reporting issues as they arise instead of waiting for them to go away.

## 4.6. Stress Management

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Staff and Officers have responsibilities under the Health & Safety in Employment Amendment Act to prevent and manage workplace stress. This is intended to assist individuals to understand their responsibilities.

### 4.6.1. Prevention and Management

Early reporting and intervention minimises the likelihood of stress occurring and/ or escalating. Prevention and Leadership team can occur at three levels:

#### Primary Prevention

- Create a healthy workplace
- Confirm the good things about work
- Develop ways to eliminate, isolate or minimize identified stressors
- Training and supporting staff
- Monitoring the success of the programme and revising it as necessary.
- Identify and control stressors so that the work is interesting, rewarding and paced within the persons capabilities
- Maintain an open door policy for staff who need to talk in order to head off potential problems before they compound.

#### Secondary Prevention

- Improve the fit between the person and the job by selection (recruitment), training and performance feedback
- Ensure potential and existing staff are aware of intrinsic stress factors related to the job

#### Tertiary Prevention

- Helping the person who is experiencing stress manage the situation.

### 4.6.2. Worker Responsibilities to cope with Stress

- Inform Leadership team if you are experiencing stress that could affect your work.
- It is important not to feel stressed to a point where it becomes intolerable. By taking action early, it is possible to minimise the harmful effects of stress.
- Depending on circumstances you may wish to discuss your concerns with another Manager.
- Work with The officers to develop a plan relative to your situation
- Identify self-help strategies e.g. exercise, healthy life style choices

### 4.6.3. Company Responsibilities to help the worker deal with stress

- When signs of stress in an individual worker are detected ensure positive steps are taken with the aim of relieving or otherwise minimising the effects of stress.
- All complaints of work related stress. should be taken seriously and treated confidentially
- Discussion with the worker should establish: -
- What the worker concerns are.
- Is the concern related to work
- Is the person safe to continue working
- Who is the best person to manage this e.g. Manager
- Is further referral required e.g. Industrial Chaplain, General Practitioner, Counselling Services
- What can be done to find solutions that are suitable to both parties.
- Where controls are implemented to manage workplace stress there needs to be monitoring of the effectiveness of those controls. The frequency and scope of this monitoring will depend on individual circumstances.
- It should be noted that Managers can only manage stress situations that they can be reasonably aware of.

## 4.7. ACC Rehabilitation Policy

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### 4.7.1. Policy

Latimer Church is committed to providing a safe workplace, but where accidents or work related illness occur, we are committed to providing an appropriate rehabilitation programme. The goal of this programme is to return the worker to their current occupation at the earliest safe opportunity, or provide alternative work duties where applicable. To ensure all staff receive the best treatment, it is policy that the following procedures are followed without delay when an ACC claim for or doctor's certificate is generated.

All staff must forward any documentation they receive from ACC to the organisation officers for all and any work related claims.

### 4.7.2. Process

1. The officers will where possible provide alternative duties for the injured person that will not pose a risk of further injury and that will assist in the durable recovery of the injured person.
2. The officers shall co-ordinate the Rehabilitation Programme.
3. The Rehabilitation Programme includes:
  - Current diagnosis and prognosis
  - List of limitations
  - An agreed rehabilitation plan in conjunction with the ACC Case Manager
  - A mechanism initiated by any of the following for review:
    - The officers
    - The injured person
    - The ACC Case Manager
  - An agreed reassessment date
  - An indication of a full return to work date.

## 4.8. ACC Claims Leadership team

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### 4.8.1. Claims Initial Notification

1. Where a worker is injured at work and requires medical evaluation, for which ACC is liable to pay, an Accident/Incident Report Form needs to be completed.
2. Obtain from the worker a copy of the Claim for Cover Forms –ACC 45 or ARC 18.
3. As per the Incident Reporting Procedure The officers investigates the accident thoroughly and uses the Accident/Incident Report Form.
4. If appropriate, or advice is required, the officers may contact an external specialist.
5. Staff are responsible for reporting any accident claims (both work and non-work related) immediately.

### 4.8.2. Claims Acceptance

1. The officers manage any and all Latimer Church work related accidents.
2. Before any ACC claim is accepted as an Latimer Church work injury accident, the following documents must be seen and signed as being accepted. These forms include:
  - The Worker's ACC 45
  - The Accident/Incident Report Form
  - Incident Investigation form
3. Where there is any doubt about the accident being work related, or where the forms have not been completed correctly, Latimer Church will not accept the accident as being work related.

### 4.8.3. Weekly Compensation

#### First Week

- Latimer Church is responsible to pay your first week's loss of total earnings from all sources.
- The rate is 80% of your total lost earnings as a result of the incapacity.
- The total lost earnings is assumed to be the same as you actually earned in the 7 days prior to the incapacity or another amount with proof to the contrary.

#### Second to Fifth Week

- The rate is 80% of your total lost earnings as a result of the incapacity.
- The rate for this week is based on your previous 4 weeks' total earnings before incapacity.
- Injured worker is to contact ACC on receipt of claim acceptance letter to register for weekly compensation. ***It is not automatically paid.***

#### Subsequent Weeks

- The rate is 80% of your total lost earnings as a result of the incapacity.
- Your weekly rate will be based on your previous 52 week total earnings prior to incapacity.

Where a claim is for "Gradual Process", Latimer Church will not pay the first week's compensation until the claim has been accepted by both Latimer Church and ACC as being a Work Related Gradual Process Claim.

For non-work accidents, Latimer Church is not liable to make any payment for the first week of the claim. However, staff may request to The officers for their sick leave to be used for that non-work related accident first week's earnings compensation.

# 5. Emergency, Accident, and Near Miss Reporting



# 5.1. Church Service Emergency Plan

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*To be laminated and affixed to the pulpit*

## Service Emergency Procedures

Preacher, in the event of an emergency announce from the pulpit:

### Fire

1. Announce to the congregation that there is a fire, please evacuate to \_\_\_\_\_ (Emergency Assembly Point) Please walk, do not run.
2. Have one of the ushers dial 111 request the fire brigade. Our address is \_\_\_\_\_
3. Instruct one usher to check all rooms in the chapel building. Instruct the other usher to check all rooms in the youth hall building.
4. The preacher should be the last person out. Close all doors behind you to prevent smoke spreading. Assist people as necessary.
5. Fire extinguishers are located in the entrance hall. Only if conditions permit should any attempt be made to fight the fire.

### Earthquake

1. Yell Earthquake, have everyone duck and cover under their pews or other shelter.
2. Once the shaking stops, have everyone evacuate to the emergency evacuation point. Attend to any injured
3. The building should not be re-entered until cleared by authorities.

**First Aiders:** \_\_\_\_\_

**Health and Safety Officer:** \_\_\_\_\_

**Child Protection Officer:** \_\_\_\_\_

## 5.2. Specific Emergency Events

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### 5.2.1. Earthquake

#### Precautions

Familiarize yourself with your environment before an earthquake hits. Know the location of your exit points.

#### When Earthquake Occurs:

- DROP, COVER, HOLD. Ideally under or beside a solid structure (table or desk), cover your head and hold on (furniture may walk).
- Stand in a door frame.
- Stand away from the path of possible falling objects.
- Move away from windows and glass partitions.
- Keep clear of all racking systems and shelves
- Stay put until the earthquake has finished then evacuate to the designated area.
- If outside try to get clear of building verandas and facades as they may collapse or fall to the ground.

#### When Shaking Stops:

- Unless there is immediate danger DO NOT GO OUTSIDE IMMEDIATELY as there may be more serious hazards out there created by unstable rubble. Wait for the all clear.
- If a fire has started – extinguish if possible.
- Check for electrical and gas hazards.
- Turn off all electrical switches and gas valves when considerable damage has occurred to the building.
- Assist those who are nearest to you who may be injured.

#### If Evacuation is Initiated:

- Follow Supervisors' instructions.
- Proceed to the safest available exit.
- Go to emergency evacuation meeting point and await further instruction from your supervisor

### 5.2.2. Medical Emergencies

- KEEP CALM.
- KEEP SAFE.
- CALL FOR HELP OF FIRST AIDER AND PHONE 111 FOR AMBULANCE.
- If patient is unconscious – keep airway open.
- Do not move the patient unless their breathing has stopped (in which case apply CPR).
- Keep patient warm and calm.
- If a patient is conscious – try to establish what happened.
- Control bleeding if occurring.
- Treat burns immediately – immerse in cold water.



## 5.4. Hazard, Near Miss, Incident Reporting and Investigations.

### 5.4.1. Purpose

1. To ensure that we appropriately manage, investigate, and learn from any and all near misses, accidents and reported events.
2. To meet our obligations of providing information to the authorities as required by legislation.

### 5.4.2. Incident Report

Reports of Hazards, Near Misses, and Incidents should always be made by using the **Incident report form**. When you've filled it out simply hand it to your HSO or take a photo and email it to them.

Anyone can report an event. The same Incident report form is designed to be used for Hazards, Near Misses, and Incidents.

#### Processing an Incident report form.

When you receive a report form involving a safety hazard they need to "triage" it appropriately. This is to ensure that the highest risk events are dealt with accordingly, and also makes sure that minor events of low risk nature do not take up all your time.

#### 1. What type of event is this?

Near Miss	Event which could have caused an injury – for example <i>"I was really lucky and the van just missed me!"</i> or <i>"Nail gun mishap, and fired by accident. Could have been nasty if it had hit someone."</i>
Hazard	Event which might be hurt someone in the future and can't be dealt with by the reporter themselves – hence they are filing a report to pass it up the chain. For example, <i>"Car breaks a bit spongy, check"</i> or <i>"There is no handrail on the upstairs balcony"</i>
Accident	Event where someone has been hurt or property damaged, irrespective of the damage caused. For example, <i>"John cut himself with a knife"</i> or <i>"Tripped over the lead and fell hurting my knee"</i>
Serious (Major) Accident	AS DEFINED BY THE ACT

## 2. Assign it a Risk Score using the Risk Matrix.

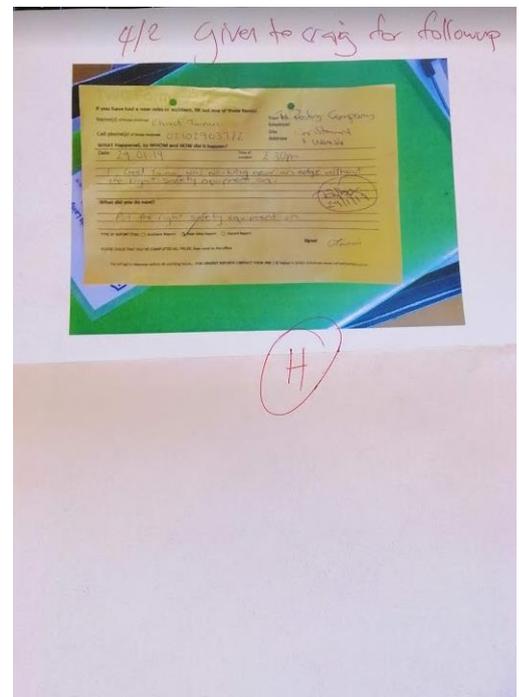
Every Incident report should have a Score assigned to it which determines “how far” we take it. Compare the *Likelihood* of the event Occurring vs the *Consequence* of such an event occurring. Simply write on the TWC the result of the score and scan the form to digital PDF. A suggested workflow is to print or copy the report as a full A4 sheet and handwrite updates on it as you work through the event (refer image).

By Risk-rating each event we can prioritise our time and efforts. Each “level” triggers a different response as follows

Whatever the score / type, record the report in the Accident Register .

### Level of Report Required

Score	Report
Low	Incident form
Moderate	Incident Report with actions
High	Formal Incident Investigation
Extreme	Formal Incident Investigation



		Consequence of event occurring				
		Superficial	Minor	Moderate	Major	Catastrophic
Likelihood of event occurring	Rare (<5%)	Low	Low	Low	Low	Moderate
	Unlikely (5-10%)	Low	Low	Low	Moderate	High
	Possible (10-50%)	Low	Low	Moderate	Moderate	High
	Very Likely (50-75%)	Low	Moderate	Moderate	High	High
	Almost Certain (>75%)	Moderate	Moderate	High	High	Extreme

### Example Responses

1. Hazard	Likelihood	Consequence	Risk	Control (response)
Trip over door step	Possible	Minor (likely to catch yourself)	LOW	TWC form submitted, High Vis tape applied etc, TWC report closed off.
Fall off scaffolding due to a faulty clip	Unlikely	Catastrophic	HIGH	TWC form submitted, An incident report requested. Implement tag system, ensure scaffolding contractor has good HS Systems in place etc
Fall from ladder	Possible	Major	MOD	Train all staff on ladder safety, industrial grade ladders, check periodically for defects etc.

### 5.4.3. **LOW** Risk Events – Incident report Form

If the event is assessed as LOW Risk, you don't usually need to do anything beyond an incident report form. The form can be filed away. Ensure you praise the team member who reported the event and let them know that you're monitoring the situation.

### 5.4.4. **MEDIUM** Risk Events – Incident report Form with Actions

Follow-up with the incident form with the aim to put concrete measures in place to prevent reoccurrence. The easiest way to do this is to print out the sheet (or photocopy it) onto a A4 sheet and scribble notes from the follow up as you find out more information.

- 1) Print off the report. We recommend you do this on A4 so that you have space to write on around the margins.
- 2) Phone the reporter to get more details
  - a. Explain in their own words what happened?
  - b. Get any missing details that isn't covered on the TWC normally – for example, rego of vehicles, witnesses etc.
  - c. What do they think the best way to prevent a future reoccurrence or more serious accident?
- 3) Review reported actions and assign them to the right people.
- 4) When the actions have been completed, date and sign them then scan and file the TWC.

### 5.4.5. **HIGH / EXTREME** Risk Events – Incident report form followed by an investigation.

For incidents categorised as H / High or E / Extreme you need to complete a Formal Incident Investigation to ensure that the event is closed of properly. There is a form inside your incidents folder to assist with this.

Ensure that you check if the event is notifiable – refer below.

It is highly recommended that you contact your Health and Safety Advisor from Nailed It Safety Solutions at this stage, as there a several legal requirements that must be adhered to. Charges may apply.

Version 2  
Modified 31/03/19 Review 30/03/20

**Incident Investigation Report**

**1. Event Details**

Investigator(s)			
Site / Job			
Date of Event	Time	Date First Reported	Date of this Report
<input checked="" type="checkbox"/> Event Type, definition			
<input type="checkbox"/> Hazard Report (no incident reported, complete report follow-up)			
<input type="checkbox"/> Near Miss (any event/observation that could have resulted in injury or property damage)			
<input type="checkbox"/> Minor Harm Accident (Disable First Aid treatment / potential future harm)			
<input type="checkbox"/> Harm Accident (Off the medical treatment and rehabilitation not for not serious or permanent injury)			
<input type="checkbox"/> Serious Harm Injury (as defined by the act – refer to your policy before ticking)			
<input type="checkbox"/> Damage to machinery / property			
Harm / Equipment / Property Damaged Details (including rego / equipment identification)			

Has Worksafe been notified? (What is a notifiable incident?)  Yes  No  Not Required  
Who by? \_\_\_\_\_ Date / Time \_\_\_\_\_

**2. Involved Persons**

Names of injured / near miss person(s)	Employer
	Company <input type="checkbox"/> Contractor <input type="checkbox"/> Public/Visitor <input type="checkbox"/>
	(SawcA)

### 5.4.6. Records

- All accident reports, investigation reports and other relevant documentation shall be held on file for a minimum period of ten years from the date of the accident.

## 5.5. Major (Notifiable) Injury or Illness

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### 5.5.1. Scope

Some forms of Injury are “Notifiable” which means that you will need to inform Worksafe within 48hours of the event or potentially face a hefty fine.

- This is a job for Leadership team only. Providing the event is actually notifiable there will likely be a Worksafe investigation.
- It is highly recommended that you contact your HS Advisor prior to contacting Worksafe. Give Nailed It Safety Solutions a call 021594694. Charges may apply.
- You can notify Worksafe via their website or via phone - 0800 030 040

We are required to notify Worksafe if:

- Someone is seriously injured at work
- Someone becomes seriously ill as a result of work
- Someone is involved in a serious near miss

Refer to definitions below for more information

### 5.5.2. What to do after a Notifiable Event

#### 1. Preserve the site

The person who manages or controls the workplace must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe Inspector authorises you to do so.

The site may only be disturbed if:

- you need to move/assist the injured person for medical/safety reasons
- it's essential to make the site safe or minimise the risk of someone else being hurt or killed
- you're directed to do so by the Police
- permitted by WorkSafe or a WorkSafe Inspector.

To ensure the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the site should stop. Work may continue in other parts of the workplace
- no alterations should be made to the plant, vehicles, or structures involved.

#### 2. Notify Leadership team

If someone is seriously injured as a result of work, then contact Leadership team IMMEDIATELY.

- They, in turn, must notify Worksafe as soon as possible after they become aware that someone has been injured.
- It is highly recommended that you contact Nailed It Safety Solutions to assist also.
- The notification must be made even if Emergency Services attend.
- Only one notification is required for each notifiable event. If there are multiple businesses involved with the work, then one of the businesses should be nominated to notify WorkSafe. Note that all businesses involved with the work are responsible for making sure that the notification is made by the nominated business.

### 3. Keep records

Take photos, videos, eye witness statements etc. If it is possible to conduct an investigation without disturbing the site then by all means go ahead.

You must keep records of all Notifiable Events for at least five years from the date of the event.

#### 5.5.3. Definitions

The term “**accident**” for the purpose of this section shall mean the following:

- “Any event that causes any person to be harmed or in different circumstances, might have caused harm.”
- **Note:** “Might have caused harm”, must be considered as any event or series of events that has a high potential to cause harm.

The term “**harm**” for the purpose of this section shall mean the following:

- “Any illness or disease or injury, or any combination of these, caused to a person while at work or is in the vicinity of the work.”

Notifiable Injuries – for a list from Worksafe –

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-injury>

Notifiable Illness – for a list from Worksafe

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-illness>

Notifiable Incident – for a list from Worksafe

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-incident>



# 6. Blank Forms and Reports



# 7. Completed Incident, Hazard, and Near Miss Reports

