



SHAMON
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SAFE NZ LTD
Health & Safety
Handbook
Version 2

www.safe.co.nz



Safety for life
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SAFE NZ Health & Safety Handbook

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PROCEDURES & RESPONSIBILITIES Introduction

Welcome to SAFE NZ Ltd! As a new employee you have a lot to learn in your orientation to a new working environment.

This H&S handbook has been produced to provide **basic Health & Safety** information for all new employees as well as acting as an ongoing set of guidelines.

SAFE NZ Ltd has a comprehensive Health & Safety Program* which covers all aspects of Health & Safety Management, including:

1. POLICIES & AUDITING PROCEDURES
2. TRAINING & SUPERVISION
3. HAZARD IDENTIFICATION & RISK MANAGEMENT
4. ACCIDENT REPORTING & ANALYSIS
5. PURCHASING, *PPE & CONTRACTOR CONTROL
6. OCCUPATIONAL HEALTH
7. EMERGENCY PREPAREDNESS
8. COMMUNICATIONS

*See Health & Safety Manual for details

SAFE NZ Ltd employees are expected to actively participate in our H&S Program in order to meet our objective of a Healthy and Safe workplace.

Health & Safety Objectives

SAFE NZ Ltd aims to:

- Be accepted as a leading organisation in our industry sector with regard to Health & Safety performance.
- Maintain and further improve our Health & Safety standards by implementing “Safe Systems of Work”.
- Promote H&S awareness among all employees and ensure that Health & Safety Management requirements are integrated into every Task in our daily work.
- Actively Identify Hazards and Assess & Control the Risks of any new hazardous substance, process or machine before it is commissioned.
- Actively provide training and relevant H&S information to ensure that all employees have the necessary competency and knowledge to work safely.
- Maintain good relations on H&S issues with Customers, Suppliers, Neighbours, Government Agencies, Local Bodies, and the public.
- Continuously improve all we do in Health & Safety to further reduce our Accident Rate.
- Reduce the effect of Health Hazards by identifying them and taking measures to protect all employees.
- Ensure that all materials and energy are used with a view to minimising waste, environmental pollution and saving resources.
- Contain and, as far as possible, reduce any damage to the environment resulting from our activities, in particular from hazardous substance spills.

Policy Statement on HEALTH & SAFETY POLICY

1. It is a fundamental requirement of SAFE NZ Ltd that the Health and Safety of all staff be treated equally to other operational requirements as an integral part of running our business.
2. It is the responsibility of ALL employees to reduce the risk of accidents and injuries by eliminating, isolating or minimising hazards that may cause personal injury, occupational illness or property damage.
3. SAFE NZ Ltd will provide a Healthy and Safe working environment for all its employees, contractors and visitors. We will comply with legislation, codes of practice and industry standards and establish ‘Safe Systems of Work’ for all activities, as laid down in this Health & Safety Manual.

1. All Supervisors, Managers and Contractors are accountable for the Health & Safety performance within their work area. Responsibilities include: High standards of housekeeping and hygiene, effective hazard management, competency training, accident reporting and emergency response.
2. We will consult with and encourage the full participation of all employees in all aspects of implementing and continuously improving our Health & Safety Performance. I expect everyone to accept the challenge of making our organisation a Healthy and Safe place to work, for all our Staff, Visitors and Contractors.
3. We are committed to achieving high standards of Health & Safety Management and minimising risk in all areas of our operations. We will advise all concerned parties of this Policy and Health & Safety procedures.

This Health & Safety Handbook has been published to ensure that all new employees receive an effective grounding in SAFE NZ Ltd H&S Program.

It also acts as an ongoing reference for all employees.

Any failure to follow Safety Instructions or site rules, engaging in horseplay, practical jokes or false reporting of accidents or incidents, will result in action being taken to protect the interests of SAFE NZ Ltd and all other employees

SAFE NZ Ltd Health & Safety Management System

SITE SAFETY RULES

- Follow instructions, obey all rules and never take chances.
- If you don't know any aspect of your job, or are unsure, please ask your Supervisor.
- Only authorised and licensed employees may drive mobile plant or other company vehicles.
- Know the Site Emergency Procedures, locate the Emergency Exits and know where the Fire Extinguishers are.
- Whenever you, or the equipment you operate, is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly, if an injury has occurred.
- Wear the approved Personal Protective Equipment [PPE] issued to you and as required for each task. Keep it in good condition.
- Report immediately any condition or practice you think might cause injury to employees or damage to equipment. Use the Hazard Reporting Procedure.
- Don't engage in horseplay or practical jokes and avoid distracting others. Serious accidents have occurred as a result.
- The SAFE NZ has a strict 'No Smoking' policy where ever it works.
- Put everything you use in its proper place. Untidiness causes injury and wastes time, energy and material. Keep your work area clean and tidy. Remove all flammable rubbish daily.
- Use the right tools and equipment for the task and use them safely. Use, adjust, alter and repair equipment only when authorised. Use clearance procedure for any such work.
 - When lifting, bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.

Employers' Duties [includes Principals and Contractors]

All Employers have a general duty to take all practicable steps to ensure the Safety of employees while at work (***this is set out in section 6 of the HSE Act***).

In particular, Employers are required to take all practicable steps to:

- Provide and maintain a Healthy and Safe workplace and facilities.
- Ensure that machinery and equipment in the workplace is designed, built, set up, and maintained to be Safe for all employees.
- Ensure that employees are not exposed to Hazards in the course of their work.
- Develop procedures for dealing with all work related Emergencies.

Employees' Duties

As an Employee you must take all practical steps to ensure that you are safe at work and that you do not harm other people.

Section 19 of the Health and Safety in Employment Act 1992 applies

"Duties of Employees - every employee shall take all practicable steps to ensure the employee's safety while at work; that no action or inaction of the employee while at work causes harm to any other person."

Employee / Management Consultation

Process

Employee Participation:

All employees are invited to help us in meeting the legal requirement for involving employees in the development of Health and Safety procedures. If you are a new employee, your previous experience may be of great use.

- Employee participation presents a golden opportunity for you to make suggestions, and input ideas for a Safer Site. Involvement of our employees, in the development of hazard management and emergency procedures, is vital for workplace safety.
- Your participation is invaluable in helping us to achieve an even better H&S performance.

Health & Safety Committee Meetings

Site Health and Safety meetings are held monthly.

- Those attending the meeting will be elected Safety Representatives.
- Minutes will be kept of all Health and Safety meetings.

Typical agenda items:

- Matters Arising from Last Meeting
- Review of Accidents/Incidents
- Current Health and Safety Performance and Training Plan
- Review of H&S Inspections Summaries
- Review of Hazard Reports
- Consider suggestions and complaints from staff
- Contractor Safety and Safe Work Practices
- H&S Self-Assessment results

Safety Signs

- To see that safety signs are displayed where necessary.
- To help in problem solving regarding Health and Safety requirements and improvements to the H&S System.
- To act as aids to the site H&S Committee

First Aiders

KNOW YOUR FIRST AIDERS

- There are trained First Aiders always available on our site and you will be introduced to your area First Aider.
- They are re-certificated every 2 years.
- If injured, never treat yourself, always report to a First Aider. They will know what to do.
- All injuries must be recorded [no matter how slight] and investigated by your Manager.
- **All injuries must be entered on the Accident Register and the circumstances investigated**
- Appropriately stocked First Aid Kits/Bags are located in designated area in the most vulnerable areas of the site and vehicles (if SAFE owned). They must be kept clean, checked and re-stocked promptly, by the designated First Aider.

Evacuation

- Do not panic when you hear the Fire Alarm or see fire/smoke.
- The Fire warden will be there to make sure that you are getting out before she/he leaves the building
- Walk briskly, do not run, and stay low, as both heat and smoke rise.
- Gather at the designated assembly point (in front of the building and in the car park)
- This includes First Aiders.
- Leave the building by the nearest EXIT
- Do not stop to collect belongings.
- Know where the Fire Extinguisher and the Water hoses are, just in case you have to use it
- Know the fire exit plans for both ground and the mezzanine floors (as attached in the last pages of the SAFE NZ Health and Safety Hand Book

Hazard Identification

An important part of the SAFE NZ Ltd Health & Safety Program is the Identification and Control of all foreseeable Hazards. The most important outcome of the Hazard Identification Process is, having identified a Hazard, what do you need to do about it.

This is a 5 step Process:

1. Identify the Hazard – make a list of all Significant Hazards.
2. Decide who might be harmed - and how.
3. Quantify the Risk – in order to prioritise actions.
4. Eliminate the Hazard or Implement the Control Plan (**see Hazard Register for examples**)
5. Continue to seek ways to minimise/eliminate significant hazards and monitor the controls for effectiveness. Annually all Hazards on Register should be reviewed. **NOTE:** See H&S Manual [section 3] for full procedure on Identifying Hazards and formatting a Hazard Control Plan.

Definition:

A hazard is “something having the potential to cause harm”.

When you have assessed a task, you should identify the hazards and consider the likelihood of an injury occurring.

Where possible you should:

- Eliminate,
- Isolate or
- Minimise the Hazard(s) to reduce the risks before you can be sure you have a “**Safe System of Work**”

We must

- Eliminate if practicable, or otherwise isolate or minimise, all significant hazards.
- If you observe a hazard or hazardous situation you must report it **immediately** to your Supervisor/Manager, the site H&S Coordinator or the person in charge at the time.
- If a physical hazard, such as a broken pane of glass, ensure that it is signed/taped to avoid injury until it can be repaired **Hazard Report Form**
- Complete a **Hazard Report Form** for every hazard/hazardous incident or safety problem that you notice. [see form overleaf].
- Hazards will be actioned and recorded on the Hazard Report Log

“Remember a Hazard Removed is an Accident Prevented”

Significant Hazards*

All significant hazards must be examined by the Manager or the H&S Coordinator.

*A ‘Significant Hazard’ is one more likely to lead to a Serious Harm Injury.

All staff working on the site shall be advised of the significant hazards and whether they are to be:

Eliminated, or if this is not practicable, to be
Isolated, or again, if this is not practical-to be
Minimised. All new staff will be advised of all significant hazards before working on the site.

NOTE: All Significant Hazards are those recorded on the Site Hazard Register.

Hazard Reporting Completed hazard forms shall be retained on file as a record for at least 3 years.

Personal Protective Equipment [PPE]

Some tasks require employees to wear Personal Protective Equipment (PPE).

- All PPE used by SAFE NZ Ltd conforms to the highest quality as published by NZ Standards.
- If PPE is worn in the correct manner, as you have been shown, it will perform well and last for a considerable time.
- If you misuse your PPE, it may fail sooner than it should and may also lead to you not being properly protected and becoming ill or injured.
- Similarly, worn out PPE will equally not protect you as intended.
- Any worn or damaged PPE must be repaired or replaced immediately.
- Obviously no PPE can protect you if you are either not wearing it, or wearing it in an improper manner.
- You must always wear the PPE in the prescribed manner and follow all procedures as laid out in your H&S Manual.
- Typical PPE includes: Earmuffs, Safety Glasses or Face shield, Cut Resistant Gloves, Safety Footwear, Respirator/Mask and overalls.
- Your Supervisor will explain specific requirements.
- Contractors must also wear the correct PPE whilst working on our site.

If you see any breaches of these requirements, take action, you may save someone from a serious injury.

REPORTING & PROCEDURES

No matter where you work in SAFE NZ Ltd, whether in the shop, factory, office or vehicle, the most important Safety Practices are based on a practical common sense application of our Health & Safety Program.

- If you see something Hazardous that could cause an accident, report it immediately to your Supervisor and/or H&S Coordinator.
- You must report all accidents and ensure they are entered in the Accident Register. Keep your work area clean and tidy. A cluttered workplace leads to more accidents. If you see loose rubbish or material, pick-it-up or tidy it away.
- Dress suitably for your work. If you have been provided with a uniform or Personal Protective Equipment [PPE] wear it as required, especially for specific tasks, e.g. wear Earmuffs in Noisy areas.
- Manufacturing employees must wear Safety Boots at all times and Safety Glasses and Earmuffs, when using wood or metal working machinery.
- All emergency paths and exit doors should be kept clear.
- In the event of an evacuation, act calmly and quickly.

Incident & Accident Reporting and Investigation All accidents or near misses must be investigated because:

- It helps identify and document new hazards or potential hazards.
- It will also identify work related injury accidents, separating them from non-work related injury accident claims.
- The actual cause of work injuries & illness and property damage will be identified.
- It will help develop 'Safe Systems of Work' that will prevent similar occurrences.

Definition of Serious Harm

Any Harm or Injury that causes the person harmed to be hospitalised or incapable of working for a period of 48 hours or more, commencing within 7 days of the harm's occurrence, [or if an employee requires immediate attention from a Doctor, following a work injury/illness accident.]

NOTE: This is a simplified working definition only. See H&S Manual for legal definitions.

ACCIDENT REPORTING & INVESTIGATION AT SAFE NZ LTD REPORTING

- All mishaps (accidents and incidents) must be reported immediately to your Supervisor within one hour.
- All personal injury and (occupational illnesses).
- Property damage including all vehicle damage accidents.
- Fires / Explosions.
- Chemical Spills.
- Hazardous mishaps/incidents.
- Potentially serious "Near Miss" mishaps/incidents.

Response to Accident

Employee witnessing mishap/accident must carry out the following actions.

- Aids injured person, if injury has resulted.
Note: May need to isolate machinery or equipment to make area safe.
- Calls for help / notifies first-aider or
- Assesses accident scene - gives aid to injured person.
- Senior person present to take charge and reduce likelihood of further problems.
- Immediate Supervisor of injured person or Supervisor responsible for area (if property damage accident) must be informed so that they can ensure injured person is looked after.
- Scene not to be disturbed unless safety of other employees is affected.

Investigation – More Serious Injuries or fatality*

- Immediate investigation to be carried out by Director. Investigation to be completed the same day

NOTE: A more serious or complex accident may require an in-depth investigation and the involvement of the Department of Labour [OSH].

Accident Investigation form to be completed within 24 hours.

Communication

Following the investigation, the Director, or Area Partner should ensure that the report is copied to OSH

More serious Accidents, involving Serious Harm Department of Labour

REMEMBER

- Employees are required to report all injuries, accidents or near misses.
- Management are required to investigate all injuries, accidents or near misses promptly and take corrective action(s).

This includes any incidents involving customers, children, contractors or visitors.

Serious Harm* Injuries

The Director or Manager will hold the official OSH reporting form for recording Serious Harm accidents as well as the company investigation form. The Director, will contact the Regional Office of the Department of Labour Occupational Safety and Health (OSH)

This rule applies no matter what time of the day, or day of the week, as soon as possible after the occurrence.

Serious Harm Investigations

The accident scene must not be interfered with until authorised by a Department of Labour (OSH) Inspector unless it is absolutely necessary to save life, property etc. Following any accident investigation, the suspect process, machine, equipment or hazardous substance [or area], identified as a "Significant Hazard" will be analysed. **From this you will ask can the Hazard be:**

- **Eliminated** or if this is not practicable, to be
- **Isolated**, or again, if this is not practical it must be
- **Minimised**
- **Hazard Control Plan prepared and entered on the site Hazard Register.**

The Director will complete the investigation within 24 hours. The sooner the staff involved are interviewed after the occurrence, while the details are still fresh in everyone's mind, the better. You may also need to interview other people as witnesses.

These may be contractors or visitors.

The written report, on the OSH form, must also be completed and be received by OSH within seven (7) days.

Minor Accident or Near Miss Reporting [not causing Serious Harm]

In respect of less serious accidents and near misses

- The Manager is informed as soon as possible after the accident will decide if an investigation is warranted.
- If the full investigation is undertaken, the accident investigation form is filled
- If not fully investigated state why on the injury report form.

Health Monitoring

- There is a legal requirement to identify all tasks that pose a Risk to the Health of any employee (or contractor).
e.g. Any employee exposed to noise levels above an average of 85 dBA for an 8 hour day should have an annual audiometry check, carried out by a Health Professional.
- Sites with a 'Noise' hazard must introduce a relevant noise and hearing test monitoring program run to a regular timetable.

Injury Rehabilitation

- SAFE NZ Ltd has an active policy for Injury Rehabilitation of all employees injured at work. We will ensure active rehabilitation of all long-term injured employees, as well as managing ongoing injuries as they occur.
- Many Lost Time Injuries can be avoided if all injuries are promptly reported, both to the immediate Supervisor and by using the rehabilitation program.
- It is vital that all rehabilitation commences immediately* the injury is serious enough to warrant a visit to your Doctor.

***Note 1:** At this point, SAFE NZ Ltd management must be involved in deciding, with the Health Provider and the Doctor, if alternative work can be offered.

The objective is to get the employee back to work as soon as possible but not by putting the employee at risk of worsening the injury.

Control of Contractors

- Contractors pose a threat to the Health & Safety of our employees, customers and general operations if their activities are not controlled.
- Contractors must be made aware of the hazards that they may encounter on our site.
- SAFE NZ Ltd, as the Principal and all employees, have a duty to ensure that Contractors or their employees are not harmed while doing any work.
- Contractors similarly have a duty to ensure that they do not harm any persons while doing their work or as a consequence of their work.

- Contractors need to understand our approach to Health and Safety and be aware of their responsibilities under the Health and Safety in Employment Act 2003.
- Contractors are to inform SAFE NZ Ltd [the Principal] of Hazards that they will bring onto, or create on, the Work Site.

(Health and Safety act 2015)

- All Contractors are vetted before being allowed to work on our Site. This includes a review of their Health and Safety System and Safety Record on other jobs.
- All Contractors must sign an agreement with Safe NZ Ltd before being allowed to start work. This includes endorsement of their Health and Safety System and a Safety Plan.
- Contractors and their employees will all attend a Health and Safety Induction. This will include specific Site Safety Rules, Emergency Instructions and other information and instructions about the Site.
- Contractors may be required to use a 'Permit to Work', depending on the nature of their work.

Other Hazards

Handling of Hazardous Substances

- If hazardous chemicals are stored incorrectly and handled improperly, they can cause serious harm to people, and property damage or fire/explosion.
- If your job at SAFE NZ Ltd involves working with chemicals, take special care to follow these basic safety rules:
- **Always read the LABEL or instructions for use on any chemical you are handling.**

The supplier is legally obliged to tell you:

- The name of the chemical.
- The type and degree of hazard involved.
- What precautions you should take.
- How to use the chemical.
- What to do in an emergency.
- Safe storage of the chemical.
- Unwanted chemicals should be disposed of by an approved method as soon as possible.

Where spillage of chemicals occurs, you must immediately report to your supervisor. They will arrange clean-up in and safe disposal of the hazardous waste. Material

Safety Data Sheets Information is needed on the products we use in the workplace to:

- Identify hazards.
- Control hazards.
- Educate employees about hazards.
- Site Management will ensure there is a list of all substances, chemicals, solvents and materials used. On all hazardous materials, the Site Manager will maintain a central file of Material Safety Data Sheets.
- This file is held by the Health and Safety Manual.

Control of Chemicals including chemicals for sale:

The manager will regularly review the situation

- Are all hazardous substances correctly labelled, stored and handled?
- Can a less hazardous substance be substituted?
- Educate all employees in correct handling, usage and disposal procedures for hazardous substances.
- Ensure the correct Personal Protective Equipment [PPE] is available and used.
- Store appropriately with spill procedures signed.
- Ensure that the information that has been given is in such a form that it is easily understood.

A simple six-step system for training employees on-the-job.

1. Pin-point training needs (training needs analysis)
2. Set training objectives
3. Decide how best to meet the training objectives
4. Continue to develop the training program
5. Carry out the training to required SAFE NZ Ltd Service Standards
6. Evaluate and follow-up the training

IF YOU ARE UNCERTAIN ABOUT ANYTHING, DO NOT PROCEED ASK YOUR MANAGER

Manual Handling

Some points to remember when manual handling is involved:

- Size up the load first. Get help when needed.
- Take care of your back when lifting objects. Bend at your knees, not your back.
- Be aware of your own limits - do not attempt to lift an object if you feel you cannot.
- Get help to lift objects whenever possible.
- Use mechanical aids to lift objects wherever possible.
- Make allowances for the bulk of the load, as well as for its weight.
- Maintain a Straight back
- Keep your back and the upper part of your body as straight as possible.
- Position your feet correctly
- Place your feet as close as possible to the object to be lifted. Ensure your footing is secure. Take a balanced stance with your knees bent.
- Take a proper Hold
- Get a safe, secure grip on the object, diagonally opposite on the object, with the palms of your hands- not your fingertips.

Maintenance of Plant & Machinery

- SAFE NZ Ltd has a regular program of preventive maintenance for all plant and machinery. This includes fixed and mobile plant, vehicles and machinery, as well as all portable tools.
- You must read up the SOP of any machinery that you work on not on a regular basis
- Always follow site procedures for the safe operation (SOP) of machinery and promptly report any defects.
- Do not operate any piece of equipment that is not working properly or that you have not been trained to work on.
- Please always follow the Tag and Lockout procedures and SOP for machines.
- Know where the Emergency Stop is before starting any machine.

Driving Requirements ~ these are covered in-depth in your appendix for vehicles in your employment contract

- Keep your SAFE NZ Ltd vehicle maintained to WOF standard at all times. Repair all safety critical defects immediately.
- Inspect your vehicle daily by doing a walk - around check of lights, tyres, windscreens and mirrors.
- Do not operate a Mobile phone whilst driving a company vehicle unless it is a Hands Free model.
- Don't drive if you are tired and emotional or effected by drugs or alcohol.
- Buckle -up and restrain all vehicle occupants and portable contents.
- Keep a two -seconds interval between your vehicle and ahead of you. Add more in bad weather.
- Check your blind -spots before changing lanes.
- Don't linger in another driver's blind spots - move forward or back as suitable. 8. Don't overtake turning trucks.

- Anticipate problems by constantly asking “what if” (e.g. What if that car pulls out in front of me? What if that child chases that ball into the street?)
- Always have an emergency First Aid kit your vehicle.

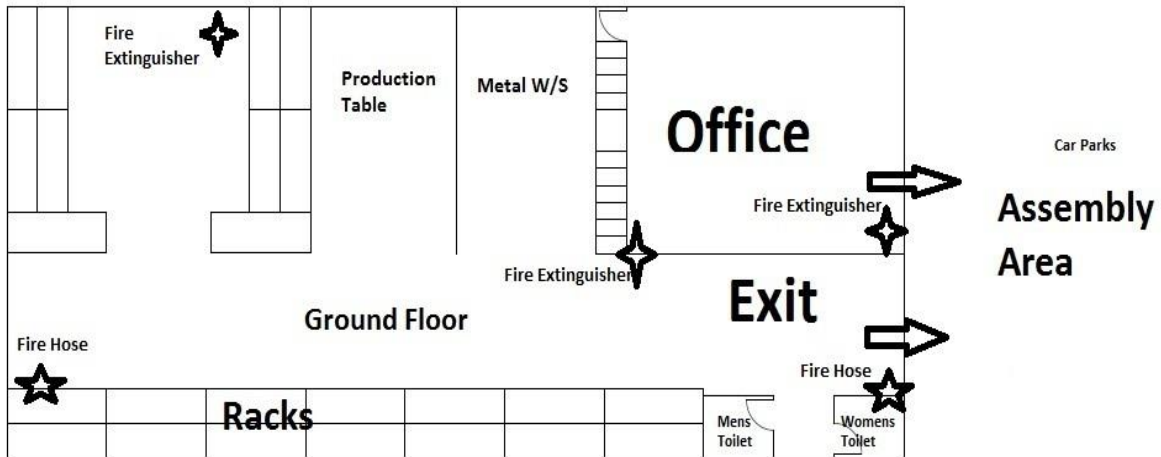
Environmental Safety

- In line with SAFE NZ Ltd Policy, it is expected that we individually remember to place recyclable waste in the appropriate bins supplied.
- Reduce waste where ever you see, either at work or at home
- Do not use plastic cups and plates in the lunch room. Use the re-usable utensils provided in the lunch room
- Always use card boards for wrapping and not plastics where ever you can

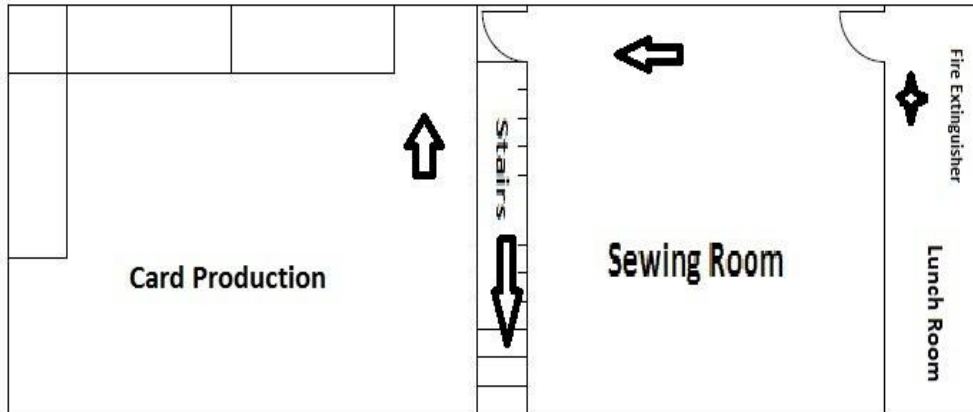
Horseplay and Practical Jokes

- **Avoid Horseplay, you could seriously injure someone!**

Fire Exit plans for both the floors at Unit Q



Fire Exit Plan for the Ground Floor



Ground Floor
Car park
Emergency
Assembly Point

Fire Exit Plan for Mezzanine Floor

All SAFE NZ Ltd Employees Contractors and Contract Employees

SAFE NZ Ltd Health & Safety Handbook

I acknowledge receipt of one copy of the Site Weld NZ Ltd Health & Safety Handbook containing 13 pages. I confirm that I have attended a Health & Safety Induction where the site Rules and Procedures were explained to me.

I undertake to follow the Site Rules, Procedures and Instructions contained within the H&S Handbook.

If there is any Rule or Procedure that I do not understand I will see my Manager to ensure that I do not breach any Health & Safety requirement. I also undertake to wear/use any Personal Protective Equipment, as is issued to me for certain tasks.

Personal Protective Equipment [PPE] includes:

Earmuffs Safety Glasses or Face shield Safety Footwear Face Mask Cut Resistant Gloves and Rubber Gloves

Employee's

Name:.....

Signature of recipient:.....

Signature of person issuing:.....

Date of issue:.....