

## SECTION THREE – HAZARDS & RISK

### HAZARD & RISK MANAGEMENT POLICY

All workers are responsible for identifying and reporting hazards and potential hazards.

Management, in conjunction with the workers, will record all hazards that have been identified and associated with:

- The way work is organised and managed, and any change to this
- The stage of design, fabrication, installation and commissioning of plant and equipment
- The maintenance, repair or modification of plant and equipment
- The purchasing of goods and contracting of services
- Accidents and incidents as they occur

### HAZARD MANAGEMENT PROCESS

**Hazard Identification through:**

1. Pre-Start Check.
2. Site Safety Plan or Safety App (trial). Inform Administrator



<b>3. Assess the Hazard</b> Risk assessed by Administrator and team. Rate the risk using The SiteSafe Risk Assessment Matrix & Hierarchy of Controls	→	<b>4. Add to Hazard Register</b>
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<b>5. Can the hazard be Eliminated?</b>	→ YES →	<b>4a. Eliminate</b> Document if it could return or reoccur
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<b>4b. Can the hazard be Minimised</b> including: Substitution, Isolation, Engineering, Administrative controls & PPE	→ YES →	<b>6. Add to Hazard Register with the controls</b> e.g. training, personal protective equipment, policy, procedure or guidance, using <b>reasonably practicable steps</b> to control  Rate the risk again, after controls in place, using the SiteSafe Risk Assessment Matrix & Hierarchy of Controls
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7. <b>Review</b> register on a regular basis annually. New hazards reviewed at monthly toolbox	→ AND →	8. Administrator to <b>Monitor</b>
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### HAZARD ASSESSMENT AND HAZARD REGISTER

All identified hazards will be entered in the Hazards Register

The Complete Hazard Register is located at [www.crom-dig.co.nz](http://www.crom-dig.co.nz)

Team Login tab; Password: Jaffa287

Copies will be held in Ute kits and accessible on Google drive.

This Hazard Register will be referred to in all orientation, induction and ongoing health and safety training.

### RISK ASSESSMENT

Refer: Site Safe Risk Assessment Matrix & Hierarchy of Controls

### HAZARD CONTROL

Hazards are identified through the hazard risk assessment then controlled by **Eliminating** or **Minimizing** the effect of the hazard. The outcome of this assessment will be recorded in the Hazards Register.

Commented [C1]: What does it mean by Outcome?

### CRITICAL RISKS

Critical/specific risks will be managed according to the Health and Safety at Work (General and Workplace Management) Regulations 2016, and other health and safety regulations such as Health and Safety at Work (Hazardous Substances) Regulations 2016, and using Good Practice Guidelines e.g. Guide for Safety with Underground Services, Safety Around Excavations (WorkSafe NZ).

Top critical risks in our workplace are:

Underground Services/ Overhead lines

Ground collapse/ Loose materials

Noise

Remote/ Isolated Work

Hazardous Substances

### EXAMPLES OF HAZARD AWARENESS AND ONGOING CONTROL

#### Safety Induction

All staff, contractors and other visitors to the workplace will be required to undergo a safety induction, outlining the hazards present and the safety practices to be followed including emergency procedures. A number of Safe Operating Procedures are located at [www.crom-dig.co.nz](http://www.crom-dig.co.nz) Team Login tab; Password: Jaffa287; these are also in hard copy in the Staffroom cupboard.

### **Signage**

Where appropriate, signage is erected to warn of hazards and it is expected that all staff and contractors/visitors will follow these directions.

### **Safety Equipment**

All workers will be allocated with appropriate personal protective equipment (PPE) and clothing, relevant to the hazards associated with their work, in accordance with Health and Safety at Work (General and Workplace Management) Regulations 2016

Contractors are expected to supply their own protective equipment, specific to the hazards that they are likely to come into contact with.

### **MONITORING**

Where the hazard is being controlled by minimization, the workers' exposure to the hazard will be monitored and the workers' health in relation to the exposure will be monitored, in accordance with Health and Safety at Work (General and Workplace Management) Regulations 2016.

The purpose of worker health monitoring is to determine whether or not the hazard is having a detrimental effect on the worker.

The kind of monitoring required is in relation to a worker's exposure to a hazard.

If during the hazard identification process any health hazards, that workers' face, are identified then the appropriate health monitoring of the worker will be carried out as well as the appropriate environmental monitoring.

Environmental monitoring is undertaken to ensure that the hazard remains below the recommended workplace exposure standards (WES) and effective control measures are put in place.

### **REVIEWING HAZARD MANAGEMENT**

A regular review of the system for identifying hazards and hazard controls will be undertaken.

Training, education and information programmes will be reviewed to ensure they contain the latest information on identified hazards and hazard controls.

All hazard registers and/or safe work procedures will be reviewed to ensure they contain up to date information on hazards and hazard controls.

### **HAZARD REGISTER**

The database has a Hazard Register.

### **PERSONAL PROTECTIVE EQUIPMENT**

Kept on the database.

### **FORMS**

- Hazard Identification/Site Safety Plan

- Hazard Register
- New or Modified Equipment Check
- Regular Inspection
- Vehicle Check Sheet
- Risk Assessment Matrix & Hierarchy of Controls

### **ENGAGING SPECIALIST ADVICE OR CONSULTANTS**

When specialist help is required, consideration will be given to:

- what is required
- to what standard, if any
- the desired outcomes
- budget

Clear objectives will be set about what is required from a specialist or consultant and will include the timeframe, the information required, who can communicate and assist the specialist and how this will be communicated back into the workplace.

When assessing the suitability of a consultant the following will be considered:

#### **Are they a member of a professional association?**

Professional associations require their members to be certified practitioners and meet minimum standards of competence and to comply with a code of ethics. They also have a complaints procedure which gives you an avenue for remedying any problems that might arise with the service you receive. Can the person you are assessing confirm their membership? If you are in any doubt you can check with their professional association. See HASANZ member organisations.

#### **Can they provide evidence of relevant training and knowledge, such as formal qualifications?**

A qualified health and safety professional will be able to provide documentation proving their competence, such as a practising certificate issued by the relevant professional association. You should also check what continuing professional development the person is undertaking.

#### **Do they have practical experience in your industry or type of business activity?**

Find out what skills and experience they have for the job. It's important that they can explain why they are competent to advise you on that matter.

#### **Can they give you examples of similar work they have done recently?**

There are many specialist fields in workplace health and safety so if your business has risks associated with, say, hazardous substances, you will need an expert skilled in that particular area.

#### **Are they happy for you to contact their clients about the work they have done for them?**

A good verbal reference from satisfied clients is a powerful recommendation and will increase your confidence in an advisor's ability to meet your needs. You might consider asking them about their last job and get their permission to talk to that client.

**HASANZ's 5 QUICK QUESTIONS**

1. Which professional association do you belong to - can you confirm this?
2. What qualifications and/or certification do you have?
3. What relevant skills and experience do you have for this job?
4. Can you give me examples of similar work you have done recently?
5. Are you happy for us to contact your clients about your work for them?

<b>SPECIALISTS / CONSULTANTS</b>		
<b>Name and Contact Details</b>	<b>Range of services and skills</b>	<b>Past Experience</b>
Health and Safety Advisor	Judy Currie	027 220 7468
NZ Safety	0800 697 233 Safety equipment supplies	
Road Materials	Work and safety gear	
Employers' Association	Human Resource + Health and Safety Services + Training	
Chemicals	0800 764 766	
Fire Safety	Fire Watch-fire security sale, maintenance & training	021 533 044
First Aid Training	St John	Via <a href="http://www.stjohn.co.nz">www.stjohn.co.nz</a>
Driver Training	RoadTrain DriveTech	Lindsay 027 223 2837 Luke 0508237483
Medical Practice	Cromwell Medical Centre	03 445 1119
Physio/ Acupuncture/ Chiropractic	Cromwell Health	03 445 3222