

SECTION ONE - HEALTH AND SAFETY MANAGEMENT

OUR MISSION

Crom-Dig Limited 's goal is to promote good workplace health and safety practices to ensure workers are safe and healthy when leaving work at the end of the day. It is everyone's business to do what they can to improve the safety and health for all the team by:

- Identifying and managing risks
- Continually improving our processes
- Supplying the correct equipment and training

It is the responsibility of all the team to:

- Act safely. No action or inaction will harm others
- Participate in hazard identification and reporting
- Report all accidents, incidents, and near hits (being proactive rather than reactive)
- Assist in developing, and follow safe operating procedures (SOP)
- Correctly use plant and personal protective equipment
- Carry out pre-checks and do a site specific safety plan

ABOUT THE COMPANY

Crom-Dig Ltd

Company statement: Crom-Dig Ltd is a well-established excavation contractor based in Cromwell, Central Otago.

Specialised and general earth moving, landscaping and site works, transportation, light engineering, earth anchors, and much more.

Our team of skilled workers, fleet of heavy machinery, and wealth of experience, can successfully complete difficult projects to high standards. Our aim is to accomplish each earth moving job efficiently while remaining committed to best practices for site safety.

Company structure: Managing Director/Officer: Mathew Wilson

HEALTH AND SAFETY SYSTEM

The Health and Safety system comprises:

- Health and policies and accompanying forms
- Accompanying Database

HEALTH AND SAFETY OVERVIEW FOR THE COMPANY

As we follow the new legislation, the definitions and concepts have been reflected in this document with the use of:

Worker instead of Employee; PCBU instead of Employer or Contractor

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Updated on: October 2017

WORKPLACE POLICY

Displayed on Health and Safety Noticeboard

Crom-Dig Ltd Health and Safety Policy Statement – October 2017

Crom-Dig Ltd is committed to maintaining a safe and healthy working environment for all our workers and other persons in the workplace.

Health and safety is a team effort. Everyone is expected to share in our commitment to prevent accidents and incidents, which may cause personal injury, property damage or loss of any kind.

Every worker is expected to act safely at all times, to be proactive to ensure the safety of themselves, the team, and others in the workplace.

We will ensure worker safety by:

- Providing and maintaining a safe working environment.
- Ensuring all plant and equipment is safe, and regularly serviced.
- Identifying and managing risks in our work place.
- Creating and testing emergency and evacuation procedures.
- Continually strive for improvement.

To achieve this we aim to:

1. Identify and manage hazards in our workplace by taking reasonably practicable steps to eliminate, or minimise the risk these hazards pose. This will be done by use of controls, and assessment of the risk, with the aim to prevent any injury or damage.
2. Ensure workers are aware of these hazards and controls.
3. Ensure all workers are properly trained and supervised.
4. Practice emergency and evacuation procedures.
5. Record all incidents, accidents, and near hits/misses in our workplace, and take all practicable steps to prevent these events from happening.
6. Carry out planned self-inspections to monitor health and safety issues.
7. Encourage in reviewing processes for the continual improvement of health and safety in our workplace.
8. Provide opportunity for early intervention and effective rehabilitation processes.
9. Regularly inspect and monitor workplace and equipment.

Signed: _____ Mathew Wilson _____ Dated:

20.10.17

[Mathew Wilson – Director/ Officer]

HEALTH AND SAFETY RESPONSIBILITIES

Safety and Health is about what you think, say, do & measure.

It is the responsibility of all of the team.

MANAGEMENT Duties

- Plan, implement and document health and safety procedures.
- Develop and update health and goals, including timeframe for achieving.
- Ensure that all workers, and on-site contractors, are familiar with and comply with approved/accepted safe practices.
- Review and amend plans when there are changes activities, after a critical event, or if the health and safety policy is changed.
- Obtain specialist advice, when necessary, to manage certain hazards/risks.
- Initiate health and safety improvement check it is being done, and that it is effective.
- Assign responsibility for health and safety activities and provide adequate staff training, resources, and equipment to encourage and enable safe practices.
- Communicate on health and safety matters with WorkSafe NZ and any other interested parties.

WORKER RESPONSIBILITIES

- Adhere to the company's health and safety practices.
- Identify and notify hazards and report all accidents, incidents and near miss/ close calls.
- Put forward new ways of working that are safe and productive. Identify items that may assist in creating a healthy and safe environment.
- Ensure that no action, or inaction, on their part results in injury or illness to either themselves or to others.
- Wear the personal protective clothing (PPE) supplied for all work that requires it.

HEALTH AND SAFETY POLICY

The policy:

- reflects the business so will need to be changed if the business changes
- incorporates management commitment to comply with relevant legislation, regulations, codes of practice and safe operating procedures
- outlines individual worker responsibilities for health and safety

POLICY REVIEW PROCESS

The review process:

- ensures management review the policy document at least every 2 years

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- ensures management are reviewed for health and safety performance against health and safety responsibility including reporting and recording of workplace incidents and injuries.

HEALTH AND SAFETY RULES

[These are compiled by all the team and are what you all know but need to be written down]

A workplace that is healthy and safe is our main objective.

To achieve this:

- No practical jokes that impinge on safety
- We have a drug free workplace
- Hazards are identified, notified and reviewed
- All incidents, accidents, are reported, and reviewed
- Report near misses/ hits to highlight issues before they arise. Be proactive.
- Daily inspections of machines are completed and any servicing recorded on timesheets
- A monthly Health & Safety meeting will be attended by all workers where possible
- Regular health and safety training is undertaken. Identify any training needs you may have