

## SECTION TWO - REVIEW AND PLANNING

### HEALTH AND SAFETY REVIEWS INCLUDE

- Internal review of management systems and practices at least bi-annually with workers and management
- Hazard management reviews (annually /as required)
- Post critical event reviews

### INTERNAL PRACTICES REVIEW

An annual management systems and practices review will be undertaken by management.

This will include the following:

- Review existing health and safety practices to ensure that they are still current
- Review health and safety goals and achievement/compliance levels, and timeframe for their achievement
- Review any accidents and incidents that have occurred since the last meeting, in order to evaluate the accuracy of reporting and recording, the effectiveness of the hazard identification, risk assessment and risk control process, and identify any opportunities for injury prevention initiatives
- Review the near-hits reported that relate to each of the identified hazards so as to evaluate the effectiveness of hazard management and hazard control
- Review any concerns from worker or other relevant interested parties

The review will incorporate feedback from the Health and Safety Administrator on:

- The number of hazards identified over the same period and assessment results
- The number of accidents and near hit incidents
- The achievement of targets generally and any trends or common factors from the analysis of accident and incident data
- Any recommended amendments to objectives and targets

### WORKER ENGAGEMENT

Staff Meetings will be held at least monthly, to discuss relevant information about legal or other health and safety requirements affecting the workplace.

These meetings aim to:

- Raise awareness of health and safety issues
- Educate and get feedback from workers on health and safety matters

These meetings are also designed to allow workers to:

- Be involved in the development of policies and procedures to manage risks and suggest ideas to improve health and safety

- Be consulted where there are any changes that affect workplace health and safety
- Be informed of the outcome of any accident investigation, or hazards reported since the previous meeting
- Discuss industry-wide issues and trends and emerging best practice

Summary notes (but not word-for-word minutes) of each meeting will be recorded and action items noted with the person/people responsible and a target timeframe for the action.

#### Objectives for the Next 12 Months

Objective or Goal and Date Set	Reason	Who is responsible	Target Date
Create Safe Operating Procedures for regular tasks. Add to website for staff use	Useful reminder/training tool for current/new employees	Marsha	Dec 2017 Ongoing
Continue updating Hazard register regularly and reviewing	To identify potential hazards with the aim to prevent any injury or damage.	All workers. Marsha to document	Ongoing
Create H&S 6 monthly plan	To ensure key H&S tasks are being completed as required	Marsha	6 monthly
Hazardous Substances Policy update. Review inventory/ SDS	To ensure compliance with new Dec 2017 compliance	Marsha	Dec 2017

#### REVIEW

Review of the company's health and safety manual will take place as follows:

- Bi-annual manual review with accredited consultant
- After a critical or major event or change in work practices

Marsha Wilson will audit or review the health and safety process by:

- Evaluating existing documents
- Refer to WorkSafe good practice guidelines, and Approved Codes of Practice
- SiteWise criteria

Where to get data:

- Staff views on the effectiveness of systems and practices
- Evidence that these systems are in place and working
- Health and safety meeting records
- Tool box talks and site checks
- Legislation and standards and your performance against them

## POST CRITICAL EVENT REVIEW

The company's health and safety management will be reviewed after any event which may have a bearing on health and safety practices.

This includes, but is not limited to:

- A critical event such as a serious harm injury
- A major incident involving property damage
- Potentially serious near-hit incident
- Any change in operations, work procedures, new or altered machinery

The process of review will consider

- The main contributing factors to any injury or incident
- Whether current policies and/or procedures are sufficient to prevent or minimise a recurrence of an injury or incident
- Whether staff have an adequate understanding of their responsibilities
- Whether additional employee training or information is required

## REVIEW OF LEGISLATION, REGULATIONS, CODES OF PRACTICE, GUIDELINES OR DOCUMENTED BEST PRACTICE

<http://www.legislation.govt.nz>

	Function or What it Covers	Where to find this
<b>Legislation</b>		
Health & Safety at Work Act 2015	Health and safety at work	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
Injury Prevention, Rehabilitation and Compensation Act 2001	Compensation of injury and rehabilitation	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
Electrical Act 1992 Gas Act 1992	Safety of Gas and Electricity	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
Hazardous Substances Regulations 2017	Management of all hazardous substances	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a> <a href="http://www.worksafe.govt.nz/worksafe/information-guidance/guidance-by-industry/hsno/hazardous-substances-regulations">http://www.worksafe.govt.nz/worksafe/information-guidance/guidance-by-industry/hsno/hazardous-substances-regulations</a>
Employment Relations Act	Employment Law, employee right & problem solving in employment relationship	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
Smoke free Environments Act	Smoking in the workplace	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
Privacy Act 1993	Private information of individuals	<a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>

Building Act 2004	Compliance in relation to building works	www.legislation.govt.nz
Standards Act 1988		www.legislation.govt.nz
Industry Training Act 1992	Specific industry (trade) training requirements	www.legislation.govt.nz
<b>Regulations</b>		
Health and Safety at Work Act 2015	Health and safety at work	www.legislation.govt.nz
<b>Codes of Practice/Good Guidelines</b>		
<b>Refer:</b>		
<a href="http://www.worksafe.govt.nz/worksafe/information-guidance/approved-codes-of-practice-acops">http://www.worksafe.govt.nz/worksafe/information-guidance/approved-codes-of-practice-acops</a>		
<a href="http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-alphabetical-listing">http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-alphabetical-listing</a>		
Noise in the Workplace 2002	Management of Noise in the Workplace	<a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-%20noise-in-the-workplace">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-%20noise-in-the-workplace</a>
Excavation Safety		
New Zealand Electrical Code of Practice for Electrical Safe Distances		
Code of Practice for Manual Handling	Lifting etc.	<a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice-for">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice-for</a>

Marsha Wilson will monitor changes in legislation and industry requirements and will seek advice from a consultant as to implementation, as necessary.