Freestyla Construction & Recruitment Limited

HEALTH, SAFETY, ENVIRONMENT & QUALITY MANUAL

F OLLOWING INSTRUCTIONS
R ESPONSIBLE
E XPERIENCE
E ASY TO DEAL WITH
S AFE AND SMART
T EAM BUILDERS
Y OU BELONG
L OYAL
A CHIEVERS

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Health and Safety Policy Statement

We will comply with and maintain health and safety standards that ensure a high level of commitment to the health, safety, moral and well being of our employees.
We will ensure:

- The systematic identification of hazards and risks associated with our work;
- Effective hazard controls are in place and complied with;
- Hazards are reviewed daily to ensure any changes or introduction of new hazards are identified and controlled;
- Compliance with the legal requirements and approved codes of practice applicable to the work we carry out;
- Proactive reporting of near misses, incidents and accidents, follow up and close out of corrective and preventive actions to prevent recurrence;
- Our employees have an opportunity to contribute to health and safety aspects formally and informally;
- Our employees are trained and evidence exists for the tasks they are expected to carryout, plant they are expected to operate, equipment they are expected to use and substances they are expected to handle;
- Company inductions are carried out for our employees;
- Employees and our subcontractors are in a fit for work condition to perform their duties in a safe, productive, and healthy manner, which does not place themselves or any other person at risk of harm;
- Continual improvement of our work practices and associated health and safety aspects.

Communication and Consultation

Everyone must attend and participate in the projects methods of communication such as:

- Project daily pre-job starts;
- Weekly project health safety and environmental toolbox meetings;
- Fire drills
- Safety training exercises

Alternatively where required and in agreement with the project site management we will conduct and record our own daily pre-job starts and weekly health safety and environmental toolbox meetings.
Refer to Daily Pre-job Starts
Refer to Weekly HSE Toolbox Meeting

Safety Training, Task Competency and Induction

We will ensure our employees:

- Receive the Freestyla Safety Induction;
- Receive a Project Induction at the jobsite;
- Hold a current Site Safe Passport;
- Are trained or are appropriately experienced for the plant they are expected to operate, equipment they are expected to use and substances they are expected to handle.

Refer to Competency Register

Hazard Management

We will ensure that the project has appropriate work and hazard controls in place for the work to be carried out. The specific work and hazard controls will be dependent on the work and the associated risk. This may be achieved by:

- Preparing a specific works process e.g. a work method statement or job safety analysis;
- Ensuring the hazards associated with the specific work process is identified and controlled;
- Having our process reviewed for acceptance by the project management team prior to any works starting or when the work changes;
- Conducting and recording daily pre-job start meetings where agreed with the project management team;
- Reviewing and recording the work hazards and changes on a daily basis;
- Conducting and recording weekly health, safety and environmental meetings where agreed with the project management team;
- Ensuring we are trained and or have the appropriate experience for the work, operation of plant, use of tools and handling of substances;

- Attending the project induction and ensuring any new person of ours is also inducted or is as an interim controlled by us under the direct supervision of someone who is inducted;
- Ensuring any new persons are announced to the project management team prior to or on arrival at the project site;
- Reporting hazards to the supervisor and or project management team;
- Ensuring and checking that plant, equipment, tools are maintained, inspected, tested or certified as required;
- Ensuring we arrive at work in a fit for work condition and ready to carry out our daily duties;
- Cordoning off work areas by way of signage, barriers or fencing where required;
- Signing in on arrival signing out when leaving the project site.

Refer to Work Hazards Register

Supervision of the Work

We are responsible for the supervision and safety of our work.

- A suitably experienced person will be responsible for the work supervision;
- Any of our employees, subcontractors, regular visitors or trainees who has not being inducted for the project:
  - Will be controlled by us through the direct supervision of someone who has completed the project induction and is an experienced person for the work being undertaken; and
  - Employees, subcontractors, regular visitors or trainees who has not being inducted for the project will be announced to the project management team so that arrangements can be made for their induction at the earliest opportunity.
- We will appoint a "safety representative" and make this known to the project management team prior to the work starting.

Everyone at work has a shared responsibility towards job site safety. There are particular responsibilities and duties that are typically performed by the following workers:

Managers / Supervisors	• Notify WorkSafe about Incidents and Injuries that are notifiable • Ensure staff are adequately qualified and competent to perform their duties. • Prepare safety analysis and documentation for the workers. • Keep records of work performed and safety issues.
Employees / Subcontractors	• Record and report to the leader about hazards found while working. • Reporting injuries to the safety team / 1st aid team immediately. • Notify the team about any new hazards or controls that have been identified in the toolbox meetings.
Contractors	• Ensure that their safety policy complies with the main contractors requirements. • Inform the team of any hazards particularly associated with their work. • Set up exclusion zones and work permits where required. • Provide a JSA for the work to be performed.

Work Process e.g. specific work method statement, job safety analysis

We will ensure for the work we will carry out there are appropriate work steps and hazard controls in place. The specific work and hazard controls required will be based on the complexity of the task and the risk.
Our work processes will be submitted to the project management team for review and acceptance prior to starting work. This review by the project management team does not diminish our responsibility for carrying out our work technically correct and safety.
We will comply with the conditions of consents and the approved codes of practice as applicable to our work.

- Records
  We will maintain records to demonstrate the work meets defined contractual, health and safety and quality requirements as required e.g.:
  - Work procedures;
  - Meeting minutes;
  - Materials receipt;
  - Completed works measurements;
  - Operations and or maintenance manuals; and
  - Inspection and test results.

Refer to Works Process - Job Safety Analysis
Refer to Approved Codes of Practice References

Personal Protective Equipment (PPE)

The mandatory PPE to be worn at all times:

- Hard Hat;
- Lace Up Leather Steel Toe Boots or Steel Toe Gumboots;
- TTMC Compliant (Long back) high visibility reflective orange vests (zipped up);
- Gloves;
- Safety Glasses;
- Long Sleeve Shirt and Long Pants to protect from UV sun damage if required;
- Any other PPE particularly required by the project.

Notifiable Works

The Project will notify Worksafe New Zealand of any notifiable work before such work commences on the project. A record of this notification will be maintained on site as applicable. This is a requirement for the following activities:

- Construction work with a risk of falling 5 metres or more
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more
- Logging or tree felling undertaken for commercial purposes
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top
- Work involving the use of explosives, or storage of explosives for use at the worksite
- Work in which a person breathes compressed air, or a respiratory medium other than air (diving)
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving)

Fitness for Work

Our employees are expected to arrive at work healthy and ready to carry out their daily duties.
It is a requirement we maintain a workplace which is free from alcohol and drugs and their adverse effect for both the abusing employee and other workers. All employees are prohibited from bringing drugs or alcohol onto the project site. We will comply and participate with the Freestyla Construction & Recruitment Limited alcohol and drug testing requirements such as random, post incident and reasonable cause. We will remove from site any of our employees, subcontractors, regular visitors or trainees who are adversely impaired by alcohol and or drugs and or on the instruction of the project management team.
Refer to Consent for Alcohol and Drug Testing Agreement

Hazardous Substances

To ensure compliance to the Hazardous Substances and New Organisms (HSNO) Act we will:

- Based on quantities have approved labelled storage containers and or facilities for hazardous substances brought onto the project;
- Have up to date copies of material safety data sheets (MSD) for hazardous substances brought onto the project;
- Have an up to date Hazardous Substances Register and approximate quantities that may be expected to be on the project at any time;
- Where required, ensure HSNO “Approved Handler(s)” are on site to manage hazardous substances.

When required to work with a hazardous substance a Material Safety Data Sheet (MSDS) will be available to ensure the safety aspects are understood and complied with such as precautions when using, emergency first aid and personal protective equipment (PPE). MSDS’s are available from the supplier of the substance. A hazardous substance is not to be used on the project unless it has been approved by the Project Manager, recorded in our Hazardous Substance Register and it has a current MSDS available.
Refer to Hazardous Substances Register

Incident Reporting and Recording

We will notify the project site management team of any type of "incident" (including near miss, first aid, medical treatment and serious harm accidents).
We will notify the project management team within 1 hour of a serious harm accident and Worksafe New Zealand as soon a practically possible or as otherwise agreed by the project management team.
We will carry out an investigation, record the findings, corrective and preventive actions of all serious harm accidents on the report and will assist project site management in any "incident" investigation. We will maintain an Incident / Accident Register.
Refer to Near Miss, Incident, Accident Report
Refer to Incident / Accident Register

Likely Emergency Scenarios

The following processes should be applied for serious injuries where emergency medical assistance is required

Fire

If there is a fire on site, an extinguisher can be used to put out the fire. There are different types of extinguishers for putting out different fires. You must read the label to ensure the device is the right one to use.

- Assist with any first aid requirements delegated by Emergency Co-ordinator
- Use fire extinguishers to put out fire if it is safe to do so
- Ensure plant or machinery is shut down or switched off
- Notify emergency services if required

Trench Collapse

- Emergency Co-ordinator to ensure no one enters collapsed excavation unless certain it is safe and there is no further risk of collapse
- Emergency Co-ordinator to locate injured or trapped person in excavation before any digging with mechanical equipment commences, if the person is not visible then no recovery should be attempted until excavation is made safe and Emergency Service arrive
- A spotter must be used when excavating for trapped or injured persons
- Batters, benching or a shield must be used to shore excavation faces before entering or attempting a retrieval of injured

Cable, Gas or Water Main Strike

- Shut down all plant and machinery immediately
- If a gas main rupture review evacuation point to determine if safe and up wind of leak
- Isolate and segregate immediate area around incident site to form a containment zone
- Notify Service Provider of incident to have services switched off/shut down and to initiate their response plans
- Switch off gas or water mains if able
- Do not attempt a rescue until the site is made safe and power, water or gas is switched off
- Notify affected persons/residents/businesses in the affected immediate area

Dangerous Good Spill

- Shut down all plant and machinery immediately
- If a Spill near designated evacuation point Emergency Co-ordinator to select an alternative evacuation point and ensure up wind of spill
- Isolate and segregate immediate area around incident site to form a containment zone
- Complete scene assessment and if safe utilise spill kit content to contain spill
- Once spill contained commence clean-up process, Emergency Co-ordinator to ensure safe Methodology is established for clean-up and disposal of contaminated materials
- Notify the authorities e.g. councils as applicable

On Site Vehicle Accident

- Shut down all plant and machinery immediately
- Ensure there is no risk of fire or explosion before attempting any rescue procedures.

- Vehicles must be stopped from rolling to avoid new hazards and emergency services notified if required.
- Photos should be taken for insurance and sent to the supervisors.

Emergency Response

The project has an established overall emergency response plan contained within the specific project management plan which we will comply with.
The Project Manager is the emergency coordinator for the site. An alternative emergency coordinator will be appointed and made known when the Project Manager is away from the project site.
Emergency response plans are displayed in the project site office.

Project persons are briefed on the project emergency response plans at the project induction. Key information addressed is:

- Raising of the alarm;
- Project assembly point (usually the site office);
- A list of current first aid personnel (displayed in the project site office);
- A first aid kit and fire extinguisher (located in the project site office);
- A spill kit (located in the site office).

Amendments to the project emergency response plan may occur during the term of the project. Project persons will be briefed on any changes at the time of the change by the project management team. Trial project evacuations will be carried out initially within 3 months and thereafter every 6 months. Records of these trial evacuations will be held on the project in the health and safety file. We will respond to a project emergency as defined within the project induction.

Should an emergency arise as a direct result of our work or in our immediate area we will:

- Make an assessment of the situation;
- Dial the emergency services as applicable (listed below);
- Notify the project management team and or raise the alarm as appropriate;
- Follow the process tabled further below as applicable.

Notification of Emergency Services:

1.	Police, Ambulance and Fire Service	**111**
2.	Gas leak. Call the Fire Department	111 and Vector 0508 832 867
3.	Damage to power cable. Call Vector	0508 832 867
4.	Northpower	0800 104 040
5.	Damage to Telecom. Call Telecom	124
6.	Damage to Telstra Clear	0508 651 100
7.	Ontrack Emergency	0800 808 400
8.	Auckland Council	(09) 301 0101
9.	Auckland Council 24-Hour Pollution Hotline	(09) 377 3107

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Vehicle, Plant, and Equipment

All vehicles, plant, and equipment will be inspected daily, and maintained and certified as required. A register of vehicles, plant and equipment and their maintenance or certification will be available on site.
Vehicles, Plant, Equipment and Tools are maintained by way of:

- Daily inspections prior to use;
- Servicing and testing at manufacturer recommended intervals;
- Operational checks;
- Use by certified/licensed operators;
- Calibration by certified external suppliers.

Portable Power Tools are maintained by way of:

- Daily inspections prior to use;
- Inspection and tagging by external suppliers;
- Training in the safe use thereof.

All plant is to be fitted with Safety Equipment where required.
Toolboxes much utilise gas struts to support the lid while opened.
Plant must also be inspected between shifts where a different operator will take over control of the machine.

Plant, Tools and Equipment Register

We will keep records of services, inspections and testing.

Type of Plant, Tool, Equipment	Serial Number	Date Serviced, Inspected or Tested	Next Due Date

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Pre-Start Plant / Machinery / Condition Checklist

It is the responsibility of the operator/driver to ensure that this checklist is completed prior to the plant being operated

Plant Type _____ Registration Number _____

Operator Name (Please Print) _____ Operator's Signature _____

	MON	TUES	WED	THUR	FRID	SAT	SUN	REPAIRS / NOTES
Date:								
1. Lights, Warning Devices, Signs, Gauges, etc.								
2. Hydraulics - leaks, damage, connections.								
3. Components - damaged, broken.								
4. Wheels - tyres, loose nuts, wear, suspension.								
5. Pins - pivots, rams, lift arms, bucket pins.								
6. Quick-hitch independent connector secured.								
7. Guards - in place, secure, warnings.								
8. Condition of - hooks, sheaves, chains, tracks, slings.								
9. Cabin - control loose objects, seat belts, windscreens, visibility, rear view mirrors, seat function.								
10. Operation of brakes, steering controls, wipers, levers, buckets, before moving off.								
11. Other e.g. Fire Ext. Electrical connections, wiring etc.								
12. IMPORTANT - Check around plant before moving.								

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Daily Pre-Job Start

Daily Pre-Job Start								
Job Number			Traffic Control			Project Hazard Controls / New Hazards		
Date			Plant Movements			Restricted Access		
			Plant Maintenance			Site Access / Inductions		
			Hire Plant					
Work Activity	Worker Name	Plant Operating	Hazard Control Type (SOP / JSA)	Estimated Daily Productivity	Inspections / Hold Points	Permits Issued	Materials Required	Deliveries Confirmed

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Weekly HS&E Toolbox Meeting

SITE HS&E TOOLBOX MEETING						
Date:	**Time:**				**Meeting #:**	
Project:					**Held By:**	
Attendees:						
1.	2.	3.				
4.	5.	6.				
7.	8.	9.				

Agenda

1. Outstanding issues from Previous Meeting	**Corrective Actions Required**	**Accountable Person**	**Date Due**	**Date Completed**

2. New (HSE) and Significant Hazards	**Potential Harm / Adverse Effect**	**Risk Score**	**Controls**	**Date Implemented**	**Effective Yes/No**

3. New HSE Issues	**Corrective Actions Required**	**Accountable Person**	**Date Due**	**Date Completed**

4. Safety Equipment Required (PPE)	**To Be Issued To**

5. Machinery / Plant Faults / Hire Equipment	**Actions taken**	**Accountable Person**	**Due Date**	**Date Completed**

6. Accidents / Incident, Near Miss Details	**Accident Form Completed**	**LTI**	**Notified to MBIE Yes/No**	**MTI**	**Near Miss**	**Name of Injured Person/s**
Corrective /Preventative Actions:						

Incident Alert Bulletins discussed:

7. General Business & HSE Topics Discussed

8. Date for next meeting: _____Time of next meeting: _____ Meeting closed at: _____

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Works Hazard Register

Activities and Hazards Register Guide			
Company Name:			
Area/location of intended work:		Type of works to be carried out:	
Name of employees participating in the completion of this form (please list):			
Using the list below please tick any significant hazards your work activities or employees are likely to encounter or create while working on this project. Once you have identified all hazards you must under the current legislation (H.A.S.E. Act 1992 Part 2 sections, 8, 9, 10) Eliminate, Isolate and Minimise all significant hazards. **Use the attached document to identify controls for significant hazards below**.			
Will your work involved the use of any mobile or self-propelled plant?		Will your work activities be within or around overhead services?	
Will you be working within or creating a confined space which requires a permit to entry?		Will your work require the use of any form of crane, hiab, fixed hoist telescopic boom lift etc.?	
Will your work involve the use of high speed cutting or abrasive equipment e.g. grinder or skill saw, drop saw etc.?		Will you be working on any existing or live electrical services or drainage systems or within a hazardous atmosphere – confined space?	
Will you be required to use any powder actuated equipment e.g. Ramset, Hilti etc.?		Will your work activities create any risk of potential eye, hand or head injuries?	
Will your working activities obstruct any main or emergency access/egress points to the site?		Will your work activity incur long durations and use of breakers, drills concrete cutters etc.?	
Will your working activities require working at heights where the only practicable step is to minimise the hazard i.e. no guard rails, only a harness and lanyard?		Will you be working around or creating any type of penetration which could create a significant hazard?	
Will your work activities create a risk of falling materials, items or overhead suspended loads?		Will your work activities involve the use of hazardous substance such as resins, acids, powders, insulation or the removal of any type of asbestos?	
Will you be required to work above other trades or employees while carrying out your own works?		Will any of your intended works interfere with other subcontractor's works, the public or overlap onto the existing environment?	
Will your work activities create any noisy operations (above 85 dba)?		Will you be required to use light stage platforms such as Mobile scaffold platforms?	
Will your work activities create a risk of hitting persons or plant with moving objects?		Will you be required to work form a suspended unit platform e.g. swinging stage?	
Will your work activities create any form of slip, trip or falls at the same level?		Will your work activities involve the use of elevated working platforms such as scissor lifts or JLG etc.?	
Will your work involve any dusty operations e.g. concrete grinding, cutting, sanding etc.?		Will your activities involve the handling of heavy items, repetitive handling or difficult to grasp loads?	
Will your work operations create a risk of fire or explosion and require a hot work permit i.e. gas cutting, welding abrasive works?		Will your work activities be affected by adverse weather such as high winds, heavy rains, UV radiation etc.?	
Will your work operations include excavation works deeper than 1.5 metres; or near any buried services?		Will your work involve young workers, inexperienced worker, and non-English speaking workers?	
Please state any other significant hazards identified from your work activities …… ……			

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Works Hazard Register

Project Name:		Date:		Prepared By:	
Hazard	**Harm Risk of Injury / Harm to**	**Control E.I.M**	**Risk Rating**	**Action / Controls**	**Monitor**

Risk Matrix

	Consequence				
Risk	**Insignificant 1**	**Minor 2**	**Moderate 3**	**Major 4**	**Catastrophic 5**
Harm Criteria »	Not likely to cause injury - harm	First Aid	Medical Treatment Restricted Duties	Lost Time Injury	Permanent Disability Fatality
Almost Impossible 1	1	2	3	4	5
Not likely to Occur 2	2	4	6	8	10
Could Occur 3	3	6	9	12	15
Known to Occur 4	4	8	12	16	20
Common Occurrence 5	5	10	15	20	25

Risk Rating

Risk Rating	Risk Score	Action (control)
Low	1-7	Risk can be monitored or accepted
Medium	8-14	Risk should be reduced at reasonable cost, reduce risk as low as reasonably possible
High	15-25	Immediate action required reducing risk (significant). The activity shall not proceed

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Works Process – Job Safety Analysis

Job Safety Analysis (JSA)							
Activity Name:		Project Name:					
Date:		Reviewed By:					
Prepared By:		Signature:					
Date:		Date:					
Reference to documents reviewed:							
JSA Team		Inherent Risk Score		Inherent Risk rating	Low	Medium	High
1.	3.	Residual risk Score		Residual Risk Rating	Low	Medium	High
2.	4.	5.			6.		
Planning / Prerequisites to the Activity starting					Checked and verified by:		
Prerequisite plant status / pre-testing / pre-inspection requirements defined and understood i.e. it is ok to proceed with the activity							
Interface and co-ordination requirements with third parties or Contractors under a separate contract work defined and understood i.e. workers working on other parts of the works are not going to be affected							
Quality requirements, Identified and managed, responsibilities (e.g. capturing and recording info) assigned, communicated and understood							
Traffic controls defined and understood i.e. identify where the activity starts and finishes and what needs to be isolated and how is it isolated to ensure safety							
Plant / Equipment							
Applicable Legislation/References							
Licences/Permits/Tickets (including services, confined spaces, consents etc.) – reviewed and at correct location							
Maintenance Checks							
Training							
Personal Protective Equipment (PPE)							
Other							
Activity Steps	Potential Hazard			Controls			
	Type of Hazard e.g. poisonous gas	Pathway of Hazard e.g. through pipe network	Impact of Hazard e.g. Unconsciousness				

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Approved Codes of Practice Register

The following are Approved Codes of Practice (ACOP) applicable to our work:

Name of ACOP	Issue Date of ACOP	Date Reviewed

Hazardous Substances Register

List any substance, chemical, solvent, resin, acid powder	Hazard potential and who else may be harmed	Please state how hazardous substances will be handled and stored safely	Please state the required personal protective equipment and clothing

MSDS declaration: We acknowledge the requirement of retaining technical information relating to the hazardous substances listed above and the health risks, information, instruction and training to use protective equipment have been conveyed to our staff as listed within the Safety Training Register.

Signed……Print Name…….(Subcontractor Safety Representative)

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Safety Training and Competency Matrix

Any person working on a project under Freestyla Construction & Recruitment Limited:
shall attend a project induction and hold a current Site Safe Building / Civil Passport
as a subcontractor shall have the required competency and training to carry out their work and use plant and equipment safely
All persons shall comply with the project requirements detailed within the project induction

Name	Role	Site Inducted	Competency Rating (1-5)	Years of Experience	SiteSafe Number	SiteSafe Type	SiteSafe Expiry	HSE Policy Signed	Drivers Licence Number	Class	Wheels, Tracks, Rollers	Forklift	Crane Operations	Slinging Loads, Dogman	Heights Harness	Elevated Work Platform	Scaffolding	Confined Spaces	Ramset	First Aid	Traffic Control	Industry Apprenticeship

Incident / Accident Register

Register Near Miss (NM), Incident (IN), Accident (AC), Opportunity for Improvement (OFI)							
Register Number	Description	Corrective and Preventive Actions	Date	Person Involved	Reviewed By	Project	Classification NM – IN AC - OFI

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Near Miss, Incident, Accident Report

Near Miss	Incident	Accident	Other
There is no harm to person(s), no damage, no loss, no adverse effect and no illness	There is no harm to person(s) There may be either damage, loss, or adverse effect	There is harm to persons There may be either damage, loss, adverse effect or illness	Opportunity for Improvement (see overleaf)

1 Project Number: _____

2 Project / Contract Manager name and signature:

_____

3 Location of place of work: _____

4 Personal data of injured / involved person:

Name _____

Address _____

Address _____

Date of Birth _____ Sex (M/F) _____

- **Occupation or job title:**

_____

6 The person involved is:

□ an employee □ a third party
□ a contractor (self-employed person) □ other

7 Period of employment of injured person:

□ 1st week □ 1st month □ 1-6 months
□ 6 months-1 year □ 1-5 years □ Over 5 years

8a Treatment (injury)**:**

□ none
□ first aid
□ medical treatment injury (doctor)
□ hospitalisation
□ reported / notified

8b Classification

□ near miss
□ incident
□ accident
□ OFI (see overleaf)

8c Type

□ serious harm □ lost time injury
□ damage to plant □ damage to property
□ damage to vehicle □ damages / services strike
□ adverse effect (environment) □ other - give details

9 Time and date:

Time _____ am/pm Date _____
Shift: □ Day □ Afternoon □ Night

Hours worked since arrival at work _____

10 Mechanism: (due to)

□ fall, trip or slip □ hitting objects with part of the body
□ sound or pressure □ being hit by moving objects
□ body stressing □ heat, radiation or energy
□ biological factors □ chemicals or other substances
□ mental stress □ fatigue
□ other - give details

11 Agency: (which was caused by)

□ machinery or (mainly) fixed plant
□ mobile plant or transport
□ powered equipment, tool, or appliance
□ non-powered hand tool, appliance, or equipment
□ chemical or chemical product
□ material or substance
□ environmental exposure (e.g. dust, gas, noise)
□ physical environment – site layout - terrain - access - egress
□ animal, human or biological agency (other than bacteria/virus)
□ bacteria or virus

12 Body part: (affecting**)**

□ head □ face □ ear
□ eye □ neck □ back
□ trunk □ shoulder / arms □ hands / fingers / wrist
□ hips / legs / knee □ feet / toes / ankle □ internal organs
□ multiple locations

13 Nature: (resulting in) *(specify all)*

□ fatal
□ fracture □ dislocation
□ sprain / strain □ internal injury
□ amputation □ open wound
□ superficial injury □ contusion
□ foreign body □ burns
□ poisoning/toxic effects □ environmental effects
□ multiple injuries □ other - give details

14 Where and how did the near miss / incident / accident happen?

(use OFI form – complete sections 1 to 5 as applicable).

15 Notification of investigation or significant hazard:

Is an investigation required? □ yes □ no
Was a significant hazard involved? □ yes □ no

16 Additional Notes Discussed:

Signature and date _____ ___ / ___ / ___

Name _____

Position_____

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09 625 4796 | admin@freestyla.co.nz

Opportunity For Improvement

OFI Number:		**Project Number:**		Follow on from (overleaf) - (tick as applicable)			
Originators Name:				and continue to the section 1 to 5 below			
Job Title:				Near miss:	□		
Company:				Incident	□		
				Accident:	□		
Date:				Opportunity for Improvement:	□		
To							
Company							
Project / Contract Manager Name:			**Signature:**		**Date:**		
Category / Type (circle)		**Safety**		**Quality**		**Environmental**	
Suggestion Improvement	Client Complaint	Service – Non compliance	Product – Non compliance	Unacceptable Risk	Uncontrolled Hazard	Hazardous Situation	Adverse Environmental Situation

1. Description

2. Initial Action Taken / Required	By Whom	When	Signed

3. Corrective and Preventive Action Taken / Required Investigation into Cause (attach relevant information)	Costs	
	Materials	
	Labour	
	Administration	
	Tests	
	Total Cost	

4. Improvement Taken / Required (attach relevant information)

		Client Approved	Yes / No	
5. Action Plan	By whom	By When	Completed Signed	Review Date

Health and Safety at Work Act 2015 Summary

h and Safety at Work Act 2015
Act 2015 No 70
f assent 4 September 2015

6.3 The Duty of a Worker (Section 45 of HSWA)

As a worker, you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that what you do (or do not do) does not adversely affect the health and safety of other persons.
- Co-operate with any reasonable workplace health and safety policy or procedure that has been notified to you.
- Comply, for far as reasonable able, with any reasonable instruction given by the job, so they can comply with the law.

6.4 Worker Engagement, Participation and Representation

As a worker, you must:

- Be engaged about health and safety issues that affect you
- Be given reasonable opportunities to participate in the ongoing improvement of health and safety of the job.

Workers can be represented by:

- Health and Safety Representatives (HSRs)
- Health and Safety Committees (HSCs)
- Unions, Community or Church Leaders, Lawyers, People working on specific projects

Health and Safety Representatives have functions and powers that include entering and inspecting workplaces and making recommendations relating to work health and safety.

6.5 Prohibition of Adverse, Coercive or Misleading Conduct Against a Worker (Sections 88-93 of HSWA)

All workers are protected from discrimination and dismissal by a job for carrying health and safety related activities or raising health and safety issues or concerns.

Actions that constitute adverse conduct include:

- Dismissing and employee, or terminating the contract or a contractor
- Retiring a worker, or forcing a worker to retire or resign
- Denying a person a role that is available and that they are qualified to do
- Refusing or failing to offer a worker the same work terms and conditions as those available to other workers with the same or substantially similar qualifications, experience, or skills
- Disadvantaging a worker in a situation where other workers doing similar work are not disadvantaged
- Ending, or refusing or failing to enter into, a commercial arrangement with another person

6.6 Right of a Worker to Cease Work (Section 83 of HSWA)

A worker can refuse to work, or stop work, if they believe that doing the work would expose them or another person to a serious health or safety risk arising from immediate or imminent exposure to a hazard. The worker needs to tell the job as soon as possible that they have stopped work.

Workers cannot refuse work if the nature of the work usually carries understood health and safety risks and these risks have not materially increased.

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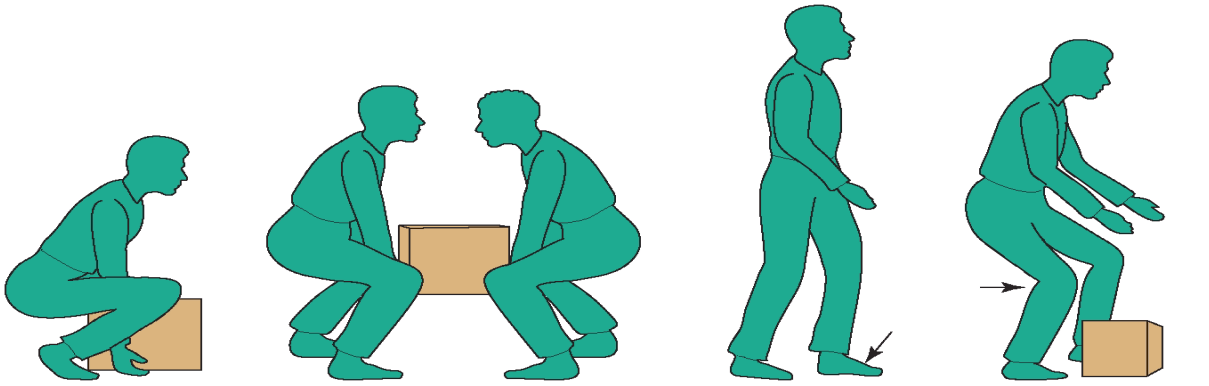
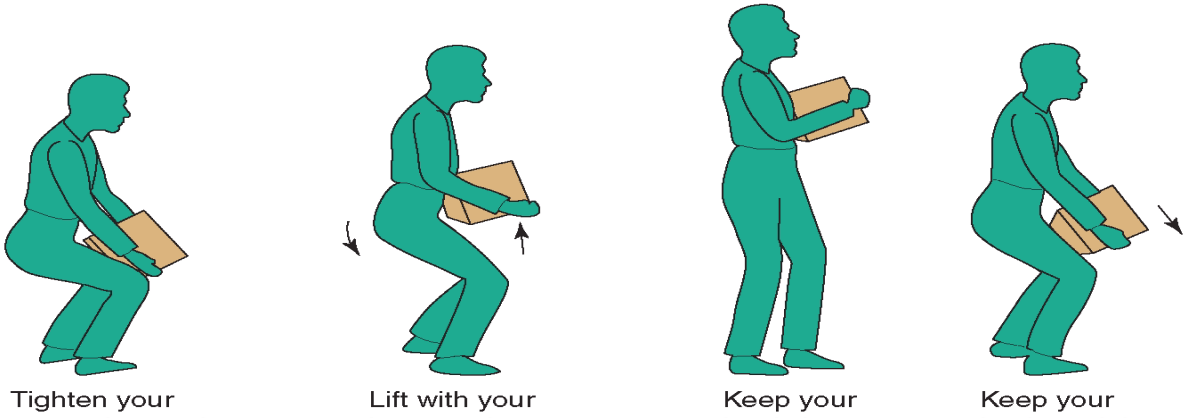
Lifting Techniques





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Manual Handling Code of Practice Summary

Figure 6: This load is awkward to grasp in the best of conditions. Handling it in a wind is even more difficult.

Figure 14: Awkward postures, when sustained or repeated, can lead to fatigue and injury.

Figure 12: Forward reaching, especially to high levels, increases the risk of harm.

Figure 9: Handling in cold conditions can be more difficult if protective clothing must be worn.

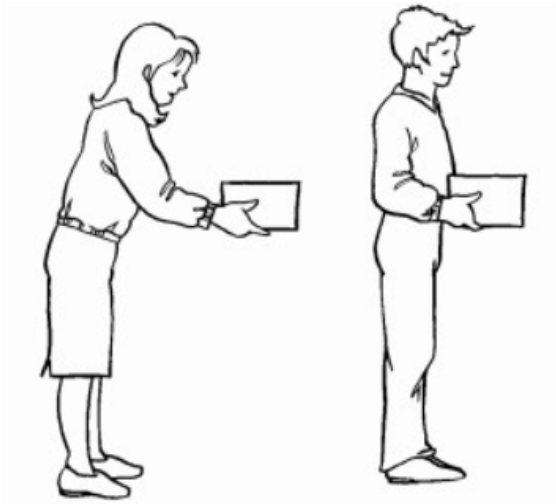

Figure 5: It takes about three times the effort to lift a load 60cm from the body than to lift the same load when held close to the body.

Figure 4: Awkward loads can make handling difficult.

Figure 13: Repetitive movements can lead to harm for a variety of reasons.

Figure 15: Working in a confined space can lead to awkward postures.

Figure 24: Drum handlers are available for most sizes of drums. This allows their convenient tilting and lifting.

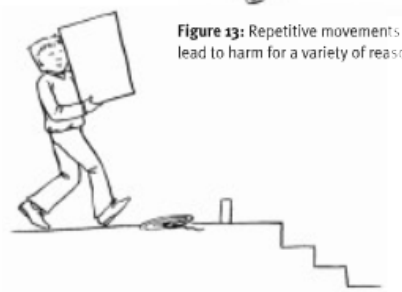

Figure 26: Slips, trips and falls associated with manual handling are responsible for a large number of serious back injuries.

Figure 8: Tidy workspaces with clean, dry floors are safer.

Figure 16: Whole body vibration increases the risk of harm.

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Quality Policy

Freestyla Construction & Recruitment Ltd is committed to offering our customers a great service and quality. We will achieve this by:

- Establishing and agreeing on our customers' expectations and standards
- Encouraging active and open communication with our customers
- Insisting on defect prevention and process improvement at all times
- Encourage quality performance through employee involvement, pride in workmanship and demonstrating a commitment to quality
- Making process improvement a part of every job
- Promoting a total approach to quality throughout every aspect our business.
- Accepting only conforming products and services from suppliers

Policy Authorisation & Review

This policy is required to be reviewed each year to ensure its validity and relevance.

Last Reviewed By:	Job Title	Signed	Date Signed
Michael Connolly	Safety & Admin Manager		24/04/2018

Policy Agreement

- I agree to read, learn and comply with all Freestyla Health, Safety, Environment and Quality Policies.
- I understand and agree that pre-employment and random drug testing is a safety measure and positive results or test refusal, can affect my employment.
- By signing this form I acknowledge all safety policies and will follow them at all times.

Name: _____

Signed: _____ *Dated:* _____

*Freestyla Trainer:*_____

Signed: _____ *Dated:* _____