

***WAIKATO AGRICULTURAL & PASTORAL
ASSOCIATION (Incorporated)***

HEALTH & SAFETY POLICY

**NO PERSON IS TO PERFORM ANY
TASK UNLESS IT CAN BE DONE
SAFELY**

The First Aid Kit is located at –
Show Office.

Employees & Volunteers Duties and Procedures

- * General Duty

Take all practical steps to ensure that you are safe at work and that you do not harm other people.
- Report Dangers

You must eliminate if practicable, or otherwise isolate or minimise all significant hazards and report to your Employer or the Show Manager IMMEDIATELY every hazard or safety problem that you notice.
- Report Accidents, injuries and incidents

If you witness an accident or incident where someone was or could have been injured, you MUST report it immediately.

If you received an injury while at work, you MUST report it immediately to your Manager. If a work injury is not reported on the day the injury occurs it may not be accepted as a work related injury, which could affect your right to ACC compensation.
- Visitors

Watch out for visitors and keep them safe. They may not be aware of the hazards that exist on our site.

IF YOU ARE UNCERTAIN ABOUT ANYTHING – DO NOT PROCEED – ASK!

Employee Training, Rules and Procedures.

These rules relate to safety procedures and rules of conduct and apply to all employees, contractors and visitors. They are to be adhered to at all times. Failure to comply with these requirements may result in disciplinary action and formal warnings. After two (2) such warnings, employment may be terminated

Induction/Orientation

- * Employees shall read the Health and Safety Manual and sign off when they have done so by completing Form F or Form G.
- * The Manager shall show employees the physical layout of the land, buildings, where emergency exits are, where the hazards are, where the evacuation assembly areas are, etc.
- * Wardens must attend the Claudelands Events Centre Warden induction training.

Training and Supervision

Unless under the direct supervision of an experienced operator, employees may not use any plant or equipment, or use any chemical or substance unless they have been trained in the safe use of the item.

Training will include

- * the use of protective clothing and safety equipment.
- * accident & incident procedures
- * evacuation procedures

If employees are not sure they should report to the Manager.

Accident or Near Misses

Investigation/Recording/Advising

Introduction

All accidents or near misses that occur need to be investigated because:

- This will recognise and document hazards or potential hazards.
- This will identify work-related accidents, distinguishing them from non-work related accident claims.
- The Correct reason or reasons for injury, illness and damage to property are known.
- It helps develop systems that will prevent similar occurrences.
- International research shows that 85% to 90% of errors are caused by a system failure. Only 10-15% is due to human error.

Although all incidents should be recorded, the extent to which they are recorded, investigated and reported on will depend on the actual or potential impact of the incident.

See Form A for the legal requirements to record and report accidents and serious harm and the definition of serious harm.

Procedures

1. Recording

Employers and employees are required to record all accidents or near misses. This includes any incidents involving contractors or visitors. The procedures to be followed are:

1.1 Serious Harm Accidents or Incidents

The Manager will hold the official forms in respect of recording serious harm accidents.

The Venue Manager, will contact OSH no matter what time of the day, as soon as possible after the occurrence.

The Manager will complete the Department of Labour forms with the staff involved, as soon as possible after the occurrence, while the details are still fresh in everyone's mind. The written report must be with OSH with seven (7) days.

The Venue Duty Manager must be notified of any incident causing harm immediately.

The Venue Duty Manager must be notified immediately if OSH has been notified.

The form required is "*Accident Reporting & Investigation*"

1.2 Minor Accident or Near Miss Report.

This form will be held by the Manager. The forms will be readily available to all staff.

The forms will be completed by the appropriate staff and counter-signed by the Manager, as soon as possible after the accident.

The completed form will be filed in the Health and Safety Folder no later than two (2) working days after the day of the accident.

The form required is that shown as Form A in this manual.

2. Investigation

2.1 Serious harm accident or incidents will be investigated by the Manager who will involve the appropriate staff and appropriate external experts.

The legal requirements will be adhered to.

The accident scene must not be interfered with until authorised by an inspector unless absolutely necessary to save life, property etc.

The investigation will be undertaken as soon as possible and concluded within five (5) working days.

2.2 In respect of minor accidents and near misses, the Manager, as soon as possible after the accident, will decide if an investigation is warranted. If so, the investigation shall be undertaken as soon as possible, but no later than five (5) working days after the minor accident or near miss.

An Approach to Accident Investigation

1 Gather all the Facts

- * What Happened? Interview witnesses and describe events in detail, using any photos, diagrams or other exhibits that may be appropriate.
- * Has the prescribed accident report been completed and OSH, or other agencies been informed?
- * Be sure you understand the sequence of events fully before any analysis takes place.

2 Who Should Investigate?

Only people with the appropriate skills and experience should investigate Accidents. If there was serious harm or the potential for it, and there is a likelihood of a recurrence, a group approach to the investigation could be justified. This will bring a range of skills and perspective's to bear.

3 Identify all the Hazards Involved

Identify all the hazards involved. Consider –

- | | | |
|--------------------------------|---|-------------------------|
| *Equipment, materials etc | } | Review at all
Stages |
| *Work practices and procedures | } | |
| *The work environment | } | |
| *Health issues | } | |

Are any hazards significant, ie likely to cause serious harm?

4 Assess the Hazard Controls in Place

- * What controls were in place, and why didn't they work?
- * What is needed?
- * Is there a need to train or inform employees?

5 Decide on Future Action

- * Describe fully what needs to be done to prevent further accidents or
- * Who should do what and by when?

6 Inform all those Affected

Inform everyone who needs to know, not only those directly involved. This is likely to involve circulating your report or a summary of its findings.

7 Follow Up

There must be checks to ensure that recommended changes have been made and results achieved. This relies on measures being in place to Ensure people are accountable for their actions, or lack of actions.

Health Hazards

The Health and Safety in Employment Act 1992 requires employers to ensure that they have in place effective methods for:

- Systematically identifying existing hazards.
- Systematically identifying new hazards.
- Regularly assessing each hazard identified and determining whether or not it is a significant hazard.
- Eliminating, or if this is not practicable, isolating, or if this is not practicable, minimising significant hazards. (Employees are to be protected where elimination and isolation is impracticable).

Identifying Hazards

- By inspection.
- Through previous accidents or near misses.
- From Material Safety Data Sheets.
- Common hazards such as excessive noise, poor light, chemicals, handling with force, occupational overuse syndrome, atmospheric conditions, machinery, confined spaces and passive smoking are known to exist.

Our Hazards

- The identification of Health Hazards has been covered in the Self-Inspection Sections of this manual.
- Known hazards are to be detailed in this manual and maintained as an up-to-date, current schedule. See Appendix 1

Register of Hazards

- Appendix 1
- CEC hazards as per their schedule.

Excessive Noise

RISK

- Damage to hearing
- Communication problems
- Decrease in productivity
- Mental and physical health problems
- Accidents from "not hearing" hazards

PRECAUTIONS

- Noise surveys
- Training of employees
- Protective equipment
- Records to be maintained

Hearing protection **MUST** be used by employees. As a general rule you should wear hearing protection if it is necessary to raise your voice to be heard by someone less than 60cm away.

Radios

Radios are not allowed on sites. This includes "Walkman's". For safety reasons your attention must remain on the job in hand.

Radio noise can prevent you from hearing a warning or cry for help.

Loose Clothing and Long Hair.

Do not wear loose clothing or untied loose hair when working on site.

Severe accidents involving moving plant or machinery may occur.

Eyes

Eye safety equipment must be worn in areas where flying particles are likely and when using tools that create such particles.

Footwear

All persons on a construction site are required to wear approved safety footwear.

This means boots, shoes or gumboots with durable uppers, steel toecaps and non-slip (oil resistant) polyurethane or rubber soles.

Gumboots should only be worn in wet areas.

Protective Clothing and Safety Equipment

These items are for your safety and benefit – use them. They are required by law and this applies to all persons.

You can be taken to Court by the Department of Labour for not using safety equipment.

- Use barrier creams or gloves when working with chemicals such as epoxies.
- Use safety goggles.
- Wear safety footwear.
- Wear earmuffs.
- Wear your hard hat when working near equipment such as excavators or when on construction sites, in a designated, or otherwise deemed to be, a hard hat area.

If in any doubt, ask your Supervisor/Manager.

First Aid

Report all injuries and sickness immediately, no matter how minor, to your Supervisor/Manager. Treatment will be given or arranged and the incident recorded in the Accident Register.

Should later medical care be required, you will have a record of the incident.

Alcohol and Drugs

You will not be allowed to work if under the influence of alcohol, drugs or other substance.

Alcohol and drugs are strictly forbidden.

Staff may be dismissed if found under the influence at work.

Inform the Manager if you are on prescription medication.

Practical Jokes and Horseplay

Practical jokes and horseplay may result in prosecution.

There is nothing wrong with having a bit of fun, but people have been hurt and even killed by practical jokes and horseplay that went wrong. Remember to ensure your fellow work people are kept safe at all times.

Sexual Harassment

Staff at all levels are not to discuss or attempt to deal in any way with any allegations of sexual harassment. The complaint **MUST** be referred directly to the Manager for such allegations, who will deal with complaints or infringements in the first instance.

Precautions with Visitors and Contractors

Take good care to ensure the safety of the general public. They are often not aware of the dangers and do not understand what may happen.

- Visitors and contractors to the property will be advised that there are hazards.
- Visitors and contractors will be notified of any serious hazards to be avoided.
- Visitors, contractors and staff will be warned to keep a safe distance from dangerous machinery.
- Visitors, contractors and staff will be warned to keep a safe distance from animals.

Slippery Floors

Take care, as there are sections of the floor that can be slippery.

Staff should ensure that a thorough daily sweep up of wooden floor areas is undertaken, in specific areas, more frequent sweeping may be required.

Wear appropriate footwear.

Machinery

Employees are to note that the following precautions are designed to make machinery safer to operate.

- Cut off Switches.
- Guards
- Regular maintenance
- Training of employees
- Isolation of machinery by turning off power, pneumatic, or hydraulic supply lines.
- Test runs

Guards are never to be removed. Only properly trained/experienced staff are permitted to use hazardous equipment, unless they are under direct supervision. Engines, machinery and plant will be maintained in good working order.

Electrical Equipment

Tempering with equipment, tools or wiring by unqualified persons is not permitted. Electricity seldom gives a second chance.

Always use an isolating transformer or earth leakage circuit breaker (ELCB) when appropriate, such as when working outside or in damp conditions.

Check all leads, plugs and tools before use, and report any damage or problems. Do not use damaged or defective equipment. Protect leads when in use. Must be tagged & tested and be current.

Extension leads and cords must be placed in a manner which will not create a “Tripping hazard” or in a way which will lead them to be damaged by equipment or materials.

Always assume wiring is “live”.

Vehicle Management

- All freight should be properly secured
- All vehicles are to be maintained in good repair and not to be driven when known to be unsafe.
- Only appropriately qualified staff can drive/operate vehicles.

Handling with Force

RISK

- Back injuries, neck sprains etc

PRECAUTIONS

- Identify the “at risk” activities
- Review the tasks
- Change the methods and store the heavier items at heights above the knees and below the shoulders.
- Provide equipment, mechanical aids etc.
- Change the environment, shelves, steps etc
- Take short, frequent rests.

Employees are advised to use proper lifting techniques – bend the knees, test the weight and if you are confident, complete the lift keeping your back as straight as possible.

Follow the same procedure when putting down the load – straight back, bend knees and watch out for fingers. If the load is too heavy, get some assistance.

Occupational Overuse Syndrome

RISKS

- Damage to muscles, tendons etc
- Reduction in productivity
- Absence of staff
- ACC experience rating

Employees are to note the precautions that can be taken, and should work with management to apply them when feasible.

- Identify the 'at risk' activities
- Spread workload – spell periods
- Work station ergonomic design
- Training in technique and posture
- Early reporting on to be encouraged

Signs

- Suitable safety signs will be displayed in appropriate areas.
- Where appropriate, signs will be displayed warning members of the public/staff that there are hazards on the site

Lifestyle/Environment

RISK

- Diseases and serious illness
- Threat to life

Staff facilities such as toilets and personal facilities are to be kept clean. Protect your skin from the sun by covering with clothes, shading with a hat or by applying effective sun blocks.

Smoke Free Workplace

No smoking in non-smoking areas.

All areas shall be nominated either smoking or non-smoking as determined by the Smoke Free Environment Act 1990.

Storage of Materials

Materials stored in racks, and other areas should be kept tidy and individual items should not be allowed to protrude. If any item presents a danger, and that item cannot be safely stored, then a white flag should be fixed to the end of the item.

Livestock

Livestock on the grounds are contained within fenced or otherwise secured areas. Livestock is to be handled by the appropriate person/s at all times. Designated Stewards are responsible for each stock area and will manage any hazard arising from livestock in their area.

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Accident Reporting and Investigation Form

Date of Accident _____

Section _____

Name of Person reporting _____

Description of Accident: (Include who was involved and brief details of what happened)

What Type of Injury was Sustained:

Details of Property Damage:

Investigation Details to Establish Main Cause of Accident:

Conducted by:

Hazard Control Process: Is the hazard listed.

Corrective Action to Prevent Reoccurrence:

Signed to Verify that Preventative Action has been Taken:

Name:

Signature: Date