

# TMO Health & Safety Manual

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## 1 Scope

This manual is designed to be a guide for the Member Organisations (TMO's) of Tautoko Tāne Aotearoa (TTA). It provides the procedures that will facilitate the three core elements of the TTA Health and Safety Policy (TTA H&S Policy) and provide the guidance to successfully implement the necessary administrative, educational and support initiatives.

## 2 TMO - Health and Safety Commitment

TMO's are required to sign a health and safety statement which confirms their commitment to safe and healthy work practices. This statement outlines the 3 core elements of the TTA H&S Policy and establishes health and safety priorities. This signed statement should be displayed in the workplace and a copy, both digital and on-paper, should be available on request at all times.

## 3 Health and Safety Management Resources

The required roles and responsibilities are clearly defined in section 6 of the TTA H&S Policy. As an added tool for TMO's, a checklist is available which is to be completed annually.

To assist TMO's in implementing and fulfilling their health and safety obligations and duties, this manual sets out the relevant process guidelines and references the associated forms, which are available for download from the TTA website.

The forms available are as follows:

HS-1 Health and Safety Statement (requires your information to be completed and logo added and will be displayed in your office).

HS-2 Risk Register Template

HS-3 Incident/Accident Notification Form

HS-4 Incident/Accident Report Form

HS-5 Organisational Incident Register

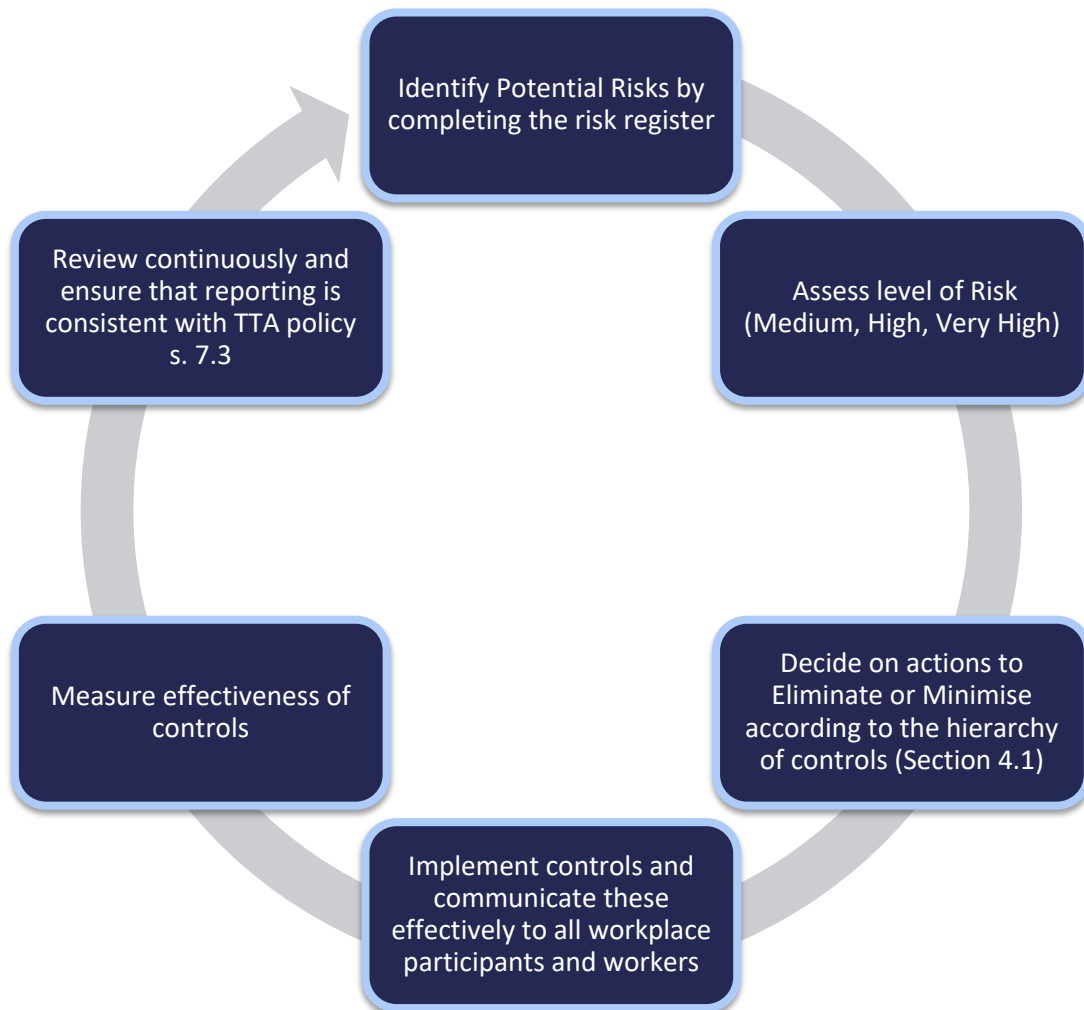
HS-6 Safety Induction Form (Worker or Workplace Participant)

HS-7 Sub-Contractor Check Form and Acknowledgement

HS-8 TMO Manager Checklist

## 4 Risk Management

In addition to the guidelines detailed in the [TTA Risk Management Policy](#), the following practical steps for managing workplace health and safety risk on a day to day basis in are detailed below:



### 4.1 Health & Safety Risk Register

The Health & Safety Risk Register (H&S Register) must be completed by the TMO manager for the workplace. It outlines the hazards, assesses the risk levels of those hazards and identifies the controls put in place by the TMO to manage and/or mitigate the hazard-risk.

The H&S Register must detail all hazards and relevant controls and should be updated whenever new information comes to light and the updates shared as soon as practicable with all relevant workplace participants.

The H&S Register will typically consist of a combination of hazards identified from the following main sources:

- New hazards and controls identified while carrying out operations
- Conducting a site Hazard Identification exercise
- Outcomes of incident investigations
- Staff Feedback
- New hazards and controls identified by external agency reviews including Worksafe NZ and research organisations.

The TMO should maintain a master copy of the H&S Register in a centralised location (either electronically or in a physical folder).

Once a hazard is identified and the risk assessed the following actions, which are dependent on the level of risk, will be required:

- **Very High Risk Hazards**
  - All hazards assessed as a 'very high risk' must be managed immediately and corrective action taken; **work cannot continue until appropriate hazard risk management controls are implemented.**
  - The H&S Register must be updated, and an urgent hazard alert sent to all workplace participants
- **High Risk Hazards**
  - For all hazards assessed as 'high risk', corrective action must be implemented immediately; work may continue provided the effectiveness of the hazard risk management controls has been checked.
  - The H&S Register must be updated, and an urgent hazard alert sent to all workplace participants
- **Medium Risk Hazards**
  - For all hazards assessed as 'medium risk' the H&S Register must be updated and work may continue provided there is a commitment to implement appropriate hazard risk management controls as part of the continuous improvement process

## 4.2 Hierarchy of Controls

Having regard to the assessed level of hazard risk (very high, high, medium), TMO's must implement appropriate control measures to reduce the risk level. The control measures should be introduced in the most practical and effective manner to reduce the level of risk as far as is reasonably practicable.

When considering what control measures to implement, the following hierarchy of controls should be applied to ensure that the most practically effective control measure is selected.

**Most Effective**



**Eliminate** the hazard completely by making a permanent change that results in total risk reduction

**Substitute** the hazard with an alternative operation or process that reduces the level of risk or risk exposure

**Isolate** the Hazard from any person that could be affected by the associated risk

**Engineer** a control that reduces the risk level

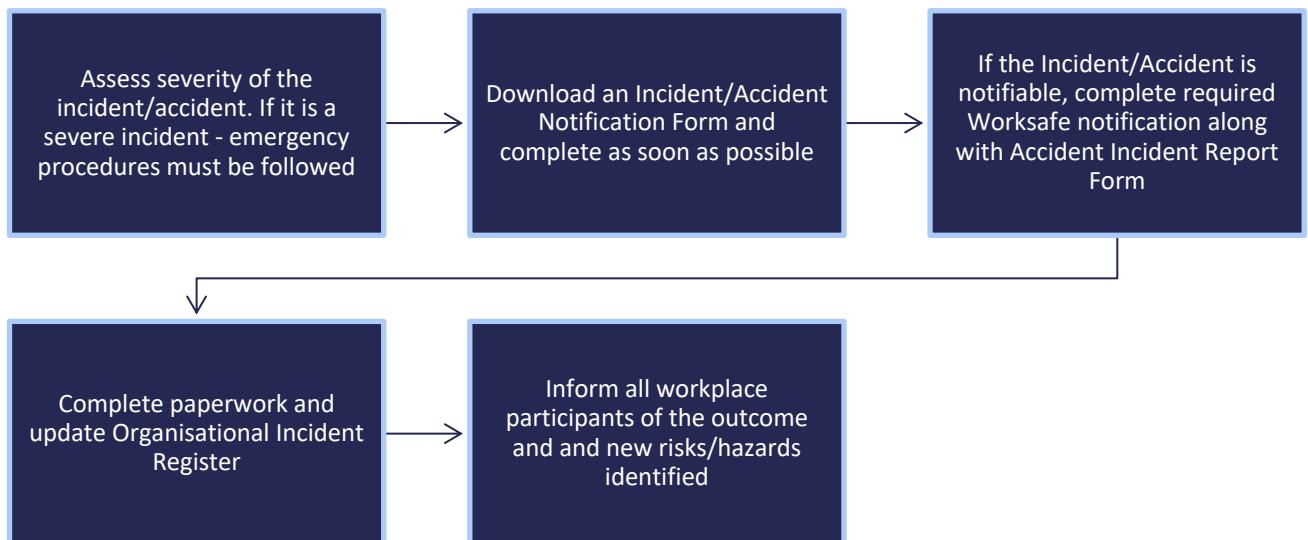
Apply **Administrative** control options to reduce the risk level e.g. Better training, shift selection

**Least Effective**

Use **Personal Protective Equipment** to reduce the level of exposure to the risk

## 5 Incidents and Accidents

In the event of an incident or accident, the following procedure should be followed.



### 5.1 Notifiable Incidents and Events

A **Notifiable Event** or ‘notifiable incident’ is when the following events occur as a result of work:

- a death
- a notifiable illness or injury or
- a notifiable incident.

**A Notifiable Injury** is one that requires immediate treatment (other than first aid):

- amputation of any body part
- a serious head injury
- a serious eye injury
- a serious burn
- a spinal injury
- loss of bodily function
- serious lacerations
- skin separating from underlying tissue (e.g. degloving or scalping)?

**A Notifiable Illness** is a serious infection (including occupational zoonoses – infectious diseases caught from animals) to which the carrying out of work is a significant contributing factor including any infection due to carrying out work:

- with micro-organisms
- that involves providing treatment or care to a person
- that involves contact with human blood or bodily substances
- that involves handling or contact with animals, their hides, skins, wool or hair, animal carcasses or waste products or
- that involves handling or contact with fish or marine mammals

**A Notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident

**It is a legal requirement** under Health and Safety at Work Act 2015 to notify Worksafe NZ of a **notifiable event** and failure to comply may result in prosecution.

The appropriate accident/incident notification form must be completed as soon as possible after the accident or incident and the incident report form, which documents the investigation, must be completed within 48 hours of the event occurring.

The process to notify Worksafe NZ is as follows:

- Login to <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>
- Follow the prompts for the online Notification Form
- If the incident is major, call the worksafe number and gain assistance over the phone

After notifying Worksafe NZ the TMO should undertake a self-assessment of its own health safety management in relation to the event reported using any relevant Worksafe NZ Guidelines or similar criteria.

## 5.2 Accident requiring Medical Attention

In the event of a Work related Accident requiring Medical Treatment the following procedure must be followed:

- Assess the scene to ensure no more harm will come to the injured or any other people present.
- Assess the injury, apply first aid if trained to do so
- Notify the most senior person available; all accidents and near misses must be reported immediately
- Do not disturb scene, as the site may be investigated for severe accidents
- Assist in any subsequent investigation inclusive of completion of accident and incident report

## 5.3 Accident Investigation

In the case of a 'notifiable' event the accident/incident/event must be investigated by the TMO in accordance with section 9.3 of the TTA H&S Policy.

The investigation should also include input from any witnesses and/or the injured person and an appropriate report produced. In the case of a 'non-notifiable' accident or incident, the investigation and the completion of the incident report will be completed by the 'persons conducting a business or undertaking' (PCBU), in this case the TMO, and those persons or person involved.

An Accident/Incident Investigation form must be completed and filed along with the report form.

Any hazards and controls identified in the accident/incident investigation will be immediately added to the hazard risk register if it's not already present.

It is the responsibility of TMO management to ensure that all hazard risk management controls are implemented.

## 6 Communication and Participation

The success of any Health and Safety plan is dependent on the engagement and participation of all workplace participants.

In accordance with the communications requirements of the TTA H&S Policy, all TMO's should facilitate regular communication with workplace participants providing simple and accessible feedback options.

Regular informal communication should be encouraged in the form of phone conversation and or text or email to ensure that H&S issues are identified in a timely manner. Any issues raised by workplace participants must be followed up and actioned within a reasonable timeframe.

### 6.1 Meetings

A formal Health and Safety meeting should be held at least once a year, with meeting minutes be recorded and filed. Informal meetings should occur at least once a quarter to review the status of health and safety risks.

Formal meetings should primarily focus on the review of the health and safety processes and systems with an agenda that includes the following items:

- TTA H&S Policy – review of any changes
- Risk assessment and control – review of risk register and controls in place
- Engagement and participation – review of communications, including feedback systems, and forms utilisation
- Incident reporting, recording and investigation – review of the current hazard risk register and incident/accident outcomes
- Information, training and supervision – any training requirements or refresher courses required
- Emergency procedures – review and overview, checking of first aid kits and fire extinguishers etc.
- Industry practice – any changes to industry specific practices – any new health and safety guidelines or industry standards to be accommodated

### 6.2 Issues and Feedback Processes

If a workplace participant would like to raise a Health and Safety related matter, the matter can be raised during any meeting, via phone, email or in person.

Health and safety issues raised by any workplace participant must be recorded, appropriate and timely corrective action implemented, and feedback provided to the worker.



The TMO manager should assess the nature of the issue and develop a draft action plan to be discussed with the relevant workplace participants, and any other people involved, to agree a satisfactory resolution strategy. Any relevant changes that are agreed to be implemented, and who is responsible, should be documented and the TMO manager should assume the implementation responsibility.

If a resolution strategy cannot be agreed, the TMO manager should then seek advice or mediation from an independent external source such as Worksafe NZ or an appropriate H&S Advisor. If the issue relates to an unsafe work condition assessed as high or very high risk, work must be stopped until a resolution can be reached and actioned to the satisfaction of the workplace participants and the TMO manager.

## 7 Training and Education

TMO must ensure that all people who have any H&S accountabilities (roles and responsibilities) possess the relevant and current qualifications for the tasks they are expected to perform.

If additional training requirements are identified as part of any incident or other review assessment or feedback process, they should be actioned within a reasonable time frame. All workplace participants should be encouraged to be fully conversant with H&S requirements and provided with relevant and timely training to ensure that they can participate effectively in assuring the health and safety of the TMO workplace.

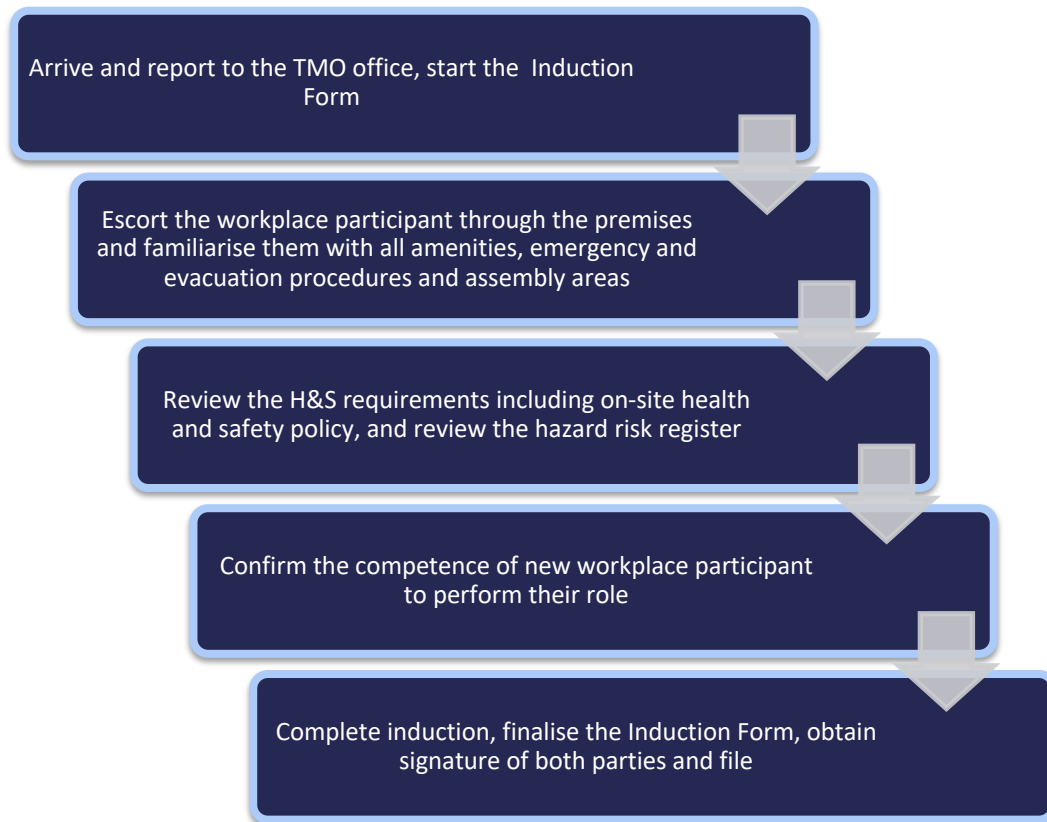
An TMO is required to ensure that its H&S policies, practices and procedures are in line with current industry standards. Relevant updates can be monitored through the Worksafe NZ website as well as: <https://malesurvivor.nz/resources/> and <https://www.nzac.org.nz/>. TMO's have an obligation to ensure that any significant changes are reflected in relevant and timely changes to their H&S policies, practices and procedures, and that these changes are communicated to affected workplace participants.

### 7.1 Inductions

It is vital that all workplace participants are inducted to all relevant work sites and are adequately briefed on the health and safety procedures applicable to that site. All inductions must be recorded using the relevant form and filed with the worker's employment/contract information .

TMO's must ensure that all workplace participants, including contractors and consultants, have relevant and current qualifications for the tasks to be performed.

The recommended induction procedure is outlined as follows:



## 8 Sub-Contractor Management

All sub-contractors (and the sub-contractor's employees) are required to follow the TMO H&S induction procedure. The sub-contractor will also be required to complete the 'Sub-Contractor Check Form and Acknowledgement (HS-7).

The TMO is committed to working with subcontractors through the contracting chain in order to fulfil its primary duty of care. As these duties overlap, sub-contractors must be encouraged to consult, cooperate, and coordinate their activities to meet their health and safety responsibilities by complying with the TMO H&S policies, practices and procedures.

Before commencing any work sub-contractors must:

- Confirm that they are familiar with and understand:
  - The TTA Health and Safety Policy
  - The TMO Safety Management System including:
    - TMO H&S policies, practices and procedures
    - Any TMO client specific H&S policies, practices and procedures
    - TMO Emergency procedures
    - All relevant TMO H&S forms
  - The identified hazards recorded on the TMO H&S Register
  - Their obligation to comply with the Safety Procedures
- Complete the 'Sub Contractor check form and acknowledgment'

- Provide evidence of appropriate insurances

Sub-contractors are required, where appropriate, to provide past health and safety performance records and/or references from previous employers in regard to their health and safety record. This information may be used by the TMO as part of the selection criteria when choosing potential sub-contractors.

## 9 Emergency Procedures

The TMO must ensure that all workplace participants are aware of internal emergency procedures as well as all site-specific emergency protocols.

All TMO work sites must have:

- A clearly visible evacuation plan including a site map
- A sign in sheet at reception (in addition to COVID-19 QR Codes)
- Working fire extinguishers
- A working alarm
- Clearly sign posted assembly areas
- A full and comprehensive first aid kit
- A first aider with a current first aid certificate

### 9.1 Fire Procedure

TMO induction processes should ensure that all workplace participants are aware of all evacuation exits and on-site assembly areas.

- Raise the Alarm
- Dial 111 for Fire/Police/Ambulance
- The first priority in the event of an emergency is for the safety of all people present
- Follow evacuation processes and procedures

### 9.2 Fire Extinguishers

The TMO should conduct regular checks to ensure that all work sites must have fire extinguishers that are in good working order and fit for purpose.

The NZ Fire Service provides useful information on the different types of extinguishers – refer to <https://fireandemergency.nz/at-home/fire-extinguishers/>

### 9.3 Evacuation Procedure

All TMO work sites are required to have an evacuation plan in place. Where TMO's occupy premises as a sub-tenant it is important to confirm with the relevant landlord or building manager that TMO evacuation plans and procedures are aligned with existing building protocols.

In the event of an emergency requiring evacuation:

- Assess the situation and raise the evacuation alarm
- Evacuate the building and move to the assembly point opposite the building over the access lane. Ensure to take the sign-in register.
- Inform neighbouring businesses of the emergency and assist when able to do so safely.
- Request appropriate support for the emergency and assist by providing the vital information.
- Ensure management are made aware of the situation
- Remain available until the support team give you permission to depart the scene
- Secure the site and complete the incident reporting procedure

## 9.4 Emergency Equipment

All emergency equipment will be checked and audited at every annual audit to ensure that it is of a working standard and any expired equipment will be replaced. This includes:

- All fire extinguishers
- All emergency signage and communication equipment
- All first aid kits (to be kept current)

## 10 Health and Safety Information

TMO's are required to comply with The Male Survivors Aotearoa Health & Safety Policy and Risk Management Policy. These policies, and associated resources, can be found on the TTA website – <https://malesurvivor.nz/our-policies/>.

In addition, TMO's must comply with the Health and Safety at Work Act 2015 (HSWA), New Zealand's key work health and safety law. The Act places emphasis on everyone within an organisation and places responsibility across all duty holders.

There are four types of duty holders that have work health and safety duties:

1. Persons conducting a business or undertaking (PCBUs) – these may be individuals or organisations, in this case TMO's
2. Workers, officers and other persons at workplaces – in this case all of the TMO workplace participants
3. WorkSafe New Zealand is the work health and safety regulator. All information on the new legislation and guidelines are available at WorkSafe NZ website <http://www.business.govt.nz/worksafe/information-guidance> or by calling 0800 030 040
4. ACC: Return to work assistance and support is available by calling ACC on 0800 222 070 and helpful publications are available on their website: <http://www.acc.co.nz/>