

2015

2016

'CARRUS'

HEALTH & SAFETY

POLICIES, PROCESSES &
PROCEDURES MANUAL

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CARRUS COMPANIES (referred to as 'Carrus')

Health & Safety Policy Processes & Procedures Manual

This manual has been produced to provide a useful guide to the Health & Safety Policies & Procedures to all persons. A full and updated version is available for reference on the following websites:

Carrus - www.carrus.co.nz

The Lakes (2012) Ltd - www.thelakestauranga.co.nz

Aotea - www.aoteaporirua.co.nz

Silverwood - www.silverwoodestate.co.nz

The manual endeavours to comply with the Health and Safety in Employment Act and Regulations.

Any suggestions on how this manual can be improved are very welcome and should be forwarded to the 'Carrus' HSO - Kerrie Rippey.

Authorised by:



5 April 2015

.....
Paul Adams

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Date

Chairman of Directors

Date of Issue: April 2015

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Version No: 02



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1.0 Revision Record

Version	Change (Month)	Year
01	December	2013
02	April	2015



2.0 Definitions

ACC	:	Accident Compensation Corporation
All Persons	:	Management, employees, contractors, tenants, visitors and other persons
'Carrus'	:	The 'Carrus' Companies (see clause 14.0 page 19)
Contractors	:	All contractors, subcontractors, and tradesman
Critical Event	:	Major Incident, accident, causing serious harm or property damage Potentially serious near miss
Deferred Terms Purchasers	:	Any person or entity purchasing land from 'Carrus' under deferred terms and their contractors. Who shall comply to the same provisions as those which apply to contractors
Employees	:	All person employed by 'Carrus' not mentioned under Management (above)
HSO	:	Health and Safety Officer
HSC	:	Health and Safety Committee (as appointed by the Chairman of directors of 'Carrus')
Management	:	Management includes, all directors, managers and supervisors
Major Incident	:	Property Damage
Other Persons	:	All other persons not mentioned in Management, Employees, Contractors and Tenants above
PPE	:	Personal Protective Equipment
Tenants	:	All persons and or entities who have a tenancy Agreement with any of the 'Carrus' Companies
Visitors	:	Any person visiting a 'Carrus' office
Worksafe	:	Worksafe NZ Ltd



Definitions (continued)

- Serious Harm :
- a) Death or any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - Respiratory disease
 - Noise-induced hearing loss
 - Neurological illness
 - Cancer
 - Dermatological disease
 - Communicable disease
 - Musculoskeletal disease
 - Illness caused by exposure to infected material
 - Decompression sickness
 - Poisoning
 - Vision impairment
 - Chemical or hot metal burn of the eye/eyes
 - Penetrating wound of the eye/eyes
 - Bone fracture
 - Laceration
 - Crushing
 - Cardiac Arrest
 - b) Amputation of a body part
 - c) Burns requiring referral to a specialist registered medical practitioner, specialist outpatient clinic or hospitalisation.
 - d) Loss of consciousness from lack of oxygen
 - e) Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance
 - f) Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within 7 days of the harms occurrence
- Websites :
- www.carrus.co.nz
 - www.thelakeatauranga.co.nz
 - www.aoteaporirua.co.nz
 - www.silverwoodestate.co.nz

3.0 Policy on Commitment to Safety Management Practices

The 'CARRUS' Vision Statement

'Safety comes First'

'CARRUS' is committed to:

- Maintaining a safe and healthy working environment for the health and safety of all persons.
- Actively participating in improvements to its Health and Safety policies, processes and procedures.
- Engaging with and consulting with employees and unions in relation to Health and Safety and continuously improving its Health and Safety policies, processes and procedures.
- Keeping up to date and complying with all relevant legislation requirements, regulations, codes of practice and safe operating procedures.

Health and Safety is everyone's business and all persons are expected to share and participate in our commitment to avoid all incidents and accidents, which may cause serious harm, personal injury, property damage, or loss of any kind. All persons are required to act safely at all times to ensure their own welfare, that of their fellow employees, and others in their work-environment. Management are responsible for ensuring Health and Safety policies, processes and procedures are followed at all times.

Identification of potential health or safety risks is an ongoing activity which must be performed by all persons. These activities will include, where reasonably practical, the development of safe working practices to minimise and control risks and identify possible solutions. All incidents and accidents are to be accurately reported immediately and recorded in a timely manner. In the event that management or an employee is injured 'Carrus' will, where practicable fully participate in a rehabilitation programme. 'Carrus' is committed to ensuring the safe and early return to work of any injured employee.

The 'Carrus' HSC are responsible for the overview, management, review and documentation of our Health and Safety policies, processes and procedures. All documentation will be held by the HSO.

Our Health and Safety processes and procedures will be reviewed by the HSC and all employees annually. This Policy applies to all 'Carrus' companies where all management, employees, contractors and other person's are engaged in the work environment.

Next Review Date Due: February 2016



4.0 Planning, Review and Evaluation of Health and Safety Policies, Processes and Procedures

- 4.1 Management and employees will review the Health and Safety processes and procedures annually.
- 4.2 After the processes and procedure review the HSC will review the Health and Safety Policies.
- 4.3 All accident and incidents will be reported immediately, recorded in a timely manner and reviewed by the HSO.
- 4.4 All accident and incidents on the 'Carrus' hazard register will be reviewed at least quarterly or more often as required to ensure current hazard management and control systems are effective.
- 4.5 Management will be familiar with current rehabilitation /early return to work practices.
- 4.6 In the event of a critical event Management and employees will review the Health and Safety Processes and Procedures in relation to the critical event.
- 4.7 All persons in the work environment will have, access to the company's Health and Safety Policy, Processes and Procedures Manual and any other reference information, via the website or hard copy.
- 4.8 Management and employees will be able to access current legislation, regulations and codes of practice via the internet or by request to the HSO.
- 4.9 All relevant legislation, Regulations and Codes of Practice will be reviewed and monitored at least annually to ensure the 'Carrus' policy, processes and procedures are up to date.
- 4.10 Management and employees performance in relation to specific health and safety responsibilities will be reviewed annually by the HSC.
- 4.11 A master list of all Health and Safety related documentation will be maintained and updated as required by the HSO and freely available on any 'Carrus' website or on request to the HSO.
- 4.12 Health and Safety is a critical, non delegable responsibility of the directors and directors shall be pro-active in carrying out their duty of due diligence. All directors will provide leadership and are responsible for all major health and safety decisions.

5.0 Hazard Identification, Assessment, and Management Process

- 5.1 The HSO will maintain a Hazard Register of reported actual and potential hazards reported.
- 5.2 Monthly inspection checklists will be used to identify any hazards. Upon identification, these will be entered onto a Hazard Identification Form and reported to the HSO.
- 5.3 All appropriate controls will be implemented and maintained for significant hazards that are capable of causing harm
The following hierarchy of control for all hazards will be used:
 - (i) Elimination (preferred option)
 - (ii) Isolation (where elimination is not possible the hazard will be isolated)
 - (iii) Minimisation (where the hazard cannot be isolated the impact of the hazard will be minimised)
- 5.4 Where appropriate or required, 'Carrus' will issue all persons with PPE.
- 5.5 Where the management of hazards is complex and it is appropriate, specialists will be engaged for advice.
- 5.6 All relevant management and employee safety representatives will be continually trained in hazard identification and hazard management.
- 5.7 Any new or modified equipment and all new work processes will be actively managed and controlled and such controls will be assessed and reviewed by the HSO.
- 5.8 All new employees will complete the 'Applications for Employment' form attached to their employment contract, identifying any pre existing health consideration.
- 5.9 Where required, health monitoring medical personnel will be engaged to actively monitor the health of any management or employee.
- 5.10 Where a suboptimal health monitoring result is returned then the relevant hazard management controls will be reviewed accordingly.
- 5.11 In the case of a critical event occurring or where management or employee impairment is determined to be a possible contributing factor to a critical event, any requirement for any additional health monitoring will be undertaken.
- 5.12 Hazard Management Procedure - see appendix (D)
- 5.13 Hazard Identification Form - see appendix (E)
- 5.14 Where appropriate, all persons will follow safety procedures as follows but not limited to;



Company Cardinal Safety Rules (all persons)

Mandatory:

- Have the right to voice any safety concerns
- Never falsify any document or record
- Never engage in any horseplay or foolery while at work
- Immediately clean up any mess that is created in the work environment by whoever is responsible ensuring that the worksite is free from slip, trip, or fall hazards
- Any faulty tools are to be reported to the HSO who will advise the appropriate action to be taken
- Will report all injuries, incidents and accidents and near misses
- Where there is a change in work practices and systems report potential hazards
- Will take responsibility for their safety, look out for the safety of others and follow the 'Carrus' Health and Safety Policy

Should the code of practice require or it is deemed appropriate all persons will:

- Wear PPE.
- Use safety glasses when using electric, air power and power actuated tools
- Wear hearing protection when exposed to a noisy work environment
- Wear a hard hat whenever there is operational lifting equipment on site, where work is being carried out overhead, on a construction site (where required), or a compulsory hard hat area
- Ensure that any equipment used is fit for purpose, and meets safety commercial standards
- When working at any height above 2 metres, ensure adequate training has been provided, adequate fall prevention systems are in place and all guard rails are fitted and secure
- Not use faulty or damaged equipment or non approved PPE
- If an object/item is too heavy, to minimise manual handling ask for help or use appropriate lifting equipment
- Only use machinery and equipment that the user is authorised and competent to use
- Check any tool or equipment before using it, including electrical tags and never bypass any safety mechanism or guard
- Where there is a site office or reporting station, always report to these areas and follow any on site instructions

6.0 Information, Training, and Supervision Process

- 6.1. The HSO will provide any new management or employee a copy of this manual to read. Once read, the HSO and management or employee will together review the provisions within.
- 6.2. All Health and Safety training is directly linked to employees specific needs and all training is to be signed off by the trainer and the trainee.
- 6.3. Records of training will be maintained and reviewed by management.
- 6.4. Management or Employees within the organisation selected to train others will possess the relevant qualifications, skills and experience to undertake such responsibility.
- 6.5. Management and the HSO are to be aware of their responsibilities to ensure new management or employees and, any management or employees transferring roles within the organisation are adequately trained and do not perform tasks that would endanger themselves or others.
- 6.6. Specialist external trainers will preferably be Worksafe approved or NZQA recognised. Specialist training records will be maintained and forwarded to the HSO.

7.0 Incident, Accident and Injury Reporting and Investigation Process

- 7.1. All management and employees will fully understand accident reporting processes and procedures.
- 7.2. All incidents, accidents, work related illnesses, (including near misses, harm to the environment caused by breach of any environmental standard and damage to property, plant exceeding \$1000.00) no matter how minor, will be recorded on the Incident, Accident and Injury Investigation Form (see Appendix C) immediately or as soon as possible after the event.
- 7.3. All near misses, incidents, accidents and or work related illnesses will be reported to Worksafe immediately or as soon as possible after the event.
- 7.4. The Incident, Accident/Injury Investigation Form (where possible) is to be completed by the injured person. These forms will be freely available in all 'Carrus' offices.
- 7.5. Management or employees will immediately forward all appropriate completed forms to the HSO.
- 7.6. All incidents, accidents and injury reports are held by the HSO.
- 7.7. Serious Harm will be reported to Worksafe immediately and where reasonably practical the scene frozen until it is cleared by a Worksafe Inspector.
- 7.8. All incidents and accidents will be investigated by the HSO and anyone else 'Carrus' consider is required.
- 7.9. The Directors will be advised immediately of all incidents and accidents under investigation by the HSO.
- 7.10. Any corrective action, including changes to hazard management, identified as a result of such investigation will be implemented immediately by the HSO.
- 7.11. All incident, accident and injury data will be reviewed annually by the HSO who will review the Health and Safety Policy, Processes and Procedures to see if changes are needed to be implemented. Should changes be required these will be reported to the HSC.
- 7.12. Incident/Accident Reporting Procedure - see appendix (A)
- 7.13. Accident/Injury Reporting Form - see appendix (B)
- 7.14. Incident/Accident and Injury Investigation Form - see appendix (C)

8.0 Employee Participation in Health and Safety Management Process

To ensure 'Carrus' provides ongoing opportunities for employees to be involved in, and their interest represented in the development and evaluation of workplace safety practices, 'Carrus' will;

- 8.1. Undertake relevant health and safety training.
- 8.2. At 'Carrus' discretion undertake workplace safety inspections.
- 8.3. Require all employees to participate in the hazard identification and control process.
- 8.4. Ensure Hazard Identification Forms are available to employees at all times.
- 8.5. Undertake Safety meetings with employees quarterly or as required.
- 8.6. Have employee meetings to address the following agenda;
 - Review previous safety meeting minutes and action plan
 - Review incidents/accident or near misses that have occurred since last safety committee meeting
 - Review and discuss the monthly Hazard Identification Register
 - Discuss Suggestions for Improvement
 - Review and discuss Contractor reported safety issues
 - Review and discuss staff training requirements
 - Review corrective recommendations and assignment of responsibilities
 - Other
- 8.7. In addition to the above, have the HSC review the following;
 - At least quarterly
 - Incident /Accident or near misses reports
 - Hazard Registers
 - Emergency Drill Reports
 - At least annually
 - Health and Safety Policy
 - Planning Review and Evaluation Procedures
 - Hazard Identification, Assessment and Management Procedures
 - Information, Training and HSO Procedures

9.0 Emergency Planning and Readiness Process

- 9.1. Consideration will be given to the range of potential emergency situations that may occur in the work environment.
- 9.2. All relevant emergency procedures have been developed and will be maintained for the following potential emergency situations:
 - Fire
 - Earthquake
 - Storms and Floods
 - Serious Harm or Medical Conditions
 - Structural collapse
 - Tsunami
- 9.3. Emergency plans have been developed to respond to the range of potential emergency situations. These plans can be located in the appropriate 'Carrus' office and on the 'Carrus' websites.
- 9.4. All employees will be aware of all relevant emergency procedures.
- 9.5. Where appropriate employees designated to assume responsibility for controlling emergency situations will be appropriately trained.
- 9.6. Employees will be notified through safety meetings of those employees trained in emergency response procedures.
- 9.7. Any emergency training records are to be maintained on the Training Register by the HSO.
- 9.8. Emergency drills are carried out and recorded bi annually. All records are to be forward the HSO.
- 9.9. In the event of an actual emergency, a review of the relevant procedures will be undertaken by the HSO who will report to the HSC.
- 9.10. The HSO holds a current First Aid Certificate
- 9.11. In all 'Carrus' offices there will be;
 - First Aid Kit
 - Fire Extinguisher
 - A copy of the Health and Safety Policy, Processes and Procedures Manual, including all forms

9.12. Emergency Contact List - Tauranga

- Police : 111
- Fire : 111
- Ambulance : 111
- Nearest Accident & Emergency Facility: Tauranga Hospital
Second Ave Emergency
- Civil Defence : (07) 571 8008 (Western Bay Council)
- Poison Information:(03) 0800 764 766 (Poisonous Centre)
- Water Supply : (07) 577 7000 (TCC)
- Electrical Supply : 0800 87 87 87 (Trustpower)
- Gas : 0800 300 400 (Gensis Energy)
- Telecom : 126 (Telecom)

Emergency Contact List - Wellington

- Police : 111
- Fire : 111
- Ambulance : 111
- Nearest Accident & Emergency Facility: Kenepuru Community Hospital
- Civil Defence : (04) 237 5089 (PCC)
- Poison Information : 0800 764 766 (Poisonous Centre)
- Water Supply : (04) 237 5089 (PCC)
- Electrical Supply : 0800 87 87 87 (Trustpower)
- Gas : 0800 300 400 (Gensis Energy)
- Telecom : 126 (Telecom)
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9.13. Evacuation Procedure - see appendix (G)

9.14. Acting Wardens Duties for Evacuation - see appendix (H)

9.15. First Aid Report - see appendix (I)

10.0 Contractors Process

- 10.1. All contractors will participate in the 'Carrus' Policy on Commitment to Safety Management Practices.
- 10.2. All best endeavours will be used to provide all contractors with a copy of the 'Carrus' Health and Safety Policy, Processes and Procedures either via websites or hard copy.
www.carrus.co.nz
www.aoteaporirua.co.nz
www.silverwoodestate.co.nz
www.thelakeestauranga.co.nz
- 10.3. All contractors must provide 'Carrus' with a copy of their Health and Safety Policies, Processes and Procedures prior to commencement of any work. (If the information is available via the contractors website a link to the website will be sufficient). Contractors Health and Safety Manual should at a minimum meet the requirements of this Health and Safety Policies, Processes and Procedures.
- 10.4. All work sites are to be contained and hazard identification boards must be clearly visible.
- 10.5. All incidents, accidents or near misses are to be reported as soon as practical to the 'Carrus' HSO.
- 10.6. Serious Harm must be reported in the first instance to Worksafe immediately and where reasonably practical the scene frozen until it is cleared by a Worksafe Inspector. Once this has been done 'Carrus' must be notified of the situation by calling 07 5793300 or after hours 027 6239251
- 10.7. Where 'Carrus' believe health monitoring is required they will request at anytime, for a contractor to monitor the health of any of their management or employees at the contractors cost.
- 10.8. Where reasonably practical 'Carrus' will identify any potential hazards and report these to the appropriate contractor.
- 10.9. All contractors are to comply with the safety procedures detailed in (5.14) of the Hazard Identification, Assessment and Management Process contained within this document.
- 10.10. Any persons not inducted or under supervision may not enter a worksite.
- 10.11. Regular inspections of contractors work sites will be undertaken by 'Carrus' without notice.
- 10.12. Contractor's safety performance will be monitored, by management and employees.
- 10.13. Individual contractor company safety performance will be reviewed where appropriate at least annually, by the HSO.
- 10.14. Post contract evaluations will be undertaken to assess contractor safety performance and these will be discussed with the appropriate management or employee.

11.0 Tenants Process

- 11.1. All tenants will participate in the 'Carrus' Policy on Commitment to Safety Management Practices.
- 11.2. All best endeavours will be used to provide tenants with a copy of this health and safety policy either via websites or hard copy.
www.carrus.co.nz.
- 11.3. All tenants must provide 'Carrus' with a copy of their Health and Safety Policies and Procedures. (If the information is available via the contractors website a link to the website will be sufficient). Tenants Health and Safety Manual shall at a minimum meet the requirement of this Health and Safety Policies, Processes and Procedures.
- 11.4. Prior to having any work carried out on the tenanted building by a contractor, tradesman or other person, tenants shall first advise the 'Carrus' HSO of the work to be undertaken and by whom.
- 11.5. Any person or company engaged to undertaken work on a tenanted building will first provide their Health and Safety Policies and Procedures to the 'Carrus' HSO.
- 11.6. All incidents, accidents or near misses are to be reported as soon as practical to the 'Carrus' HSO.
- 11.7. Serious Harm must be reported in the first instance to Worksafe immediately and where reasonably practical the scene frozen until it is cleared by a Worksafe Inspector. Once this has been done 'Carrus' must be notified of the situation by calling 07 5793300 or after hours 027 6239251
- 11.8. Where 'Carrus' believe health monitoring is required they will request at anytime, for a tenant to monitor the health of any of their management or employees at the contractors cost.
- 11.9. Regular inspections of tenanted sites will be undertaken by 'Carrus' without notice.
- 11.10. Tenant's safety performance will be monitored by management annually.

12.0 Visitors Process

- 12.1. All visitors will participate in the 'Carrus' Policy on Commitment to Safety Management Practices.
- 12.2. All visitors will, where reasonably practical, be accompanied by a representative of 'Carrus' at all times.
- 12.3. Visitors are expected to look out for their safety and the safety of others in the 'Carrus' working environment.
- 12.4. Visitors are to comply with safety policies, processes and procedures.
- 12.5. If a 'Carrus' representative is unsure of their duties they should contact the HSO.
- 12.6. Any prospective section purchaser, visiting a construction site must be accompanied by a 'Carrus' representative (who has been inducted) at all times.

13.0 Rehabilitation Process

(Management and Employees)

- 13.1. All accidents and injuries must be reported immediately and an accident and injury report completed.
- 13.2. Any management or employee that fails to report an accident involving injury may result in the company not accepting the accident was work related.
- 13.3. Management and Employees will forward to the HSO all forms, for all work related accident claims.
- 13.4. Before accepting any claim the following must be received;
 - All ACC forms
 - The Accident and Injury reporting form
 - A copy of the incident and injury investigation form
 - Any other relevant information
- 13.5. All reported accidents potentially involving an ACC liability will be investigated.
- 13.6. When an accident claim is accepted 'Carrus' will pay 80% of the employees normal earning for the first week of injury.
- 13.7. Where a claim for "Gradual Process" arises 'Carrus' will not pay the first weeks compensation until the Gradual Process claim has been accepted, by 'Carrus'.
- 13.8. Where possible light duties will be identified that will not pose a risk of further injury to the management or employee and will assist the durable recovery of the injured person.
- 13.9. A rehabilitation program will be provided that includes:
 - Current diagnosis and prognosis
 - List of limitations
 - An agreed rehabilitation programme developed in consultation with management, the employees' ACC case manager and the employee
 - An agreed reassessment date
 - An indicative return to work date

14.0 'Carrus' Companies

Aotea Group Limited
Bay Development Limited
Bellevue Estate Limited
Carrus Limited
Carrus Corporation Limited
Carrus Developments Limited
Carrus Management Limited
Carrus Properties Limited
Carrus Wharewaka Limited
Carrus Wharewaka East Limited
Commercial Fund Investors Ltd
Doubtless Bay Land Limited
Flygers Investment Group Limited
Lunn Avenue Properties Limited
Matakana Limited
Mayfield Limited
Mayfield (2004) Limited
P H Adams Group Limited
Parton Road Land Limited
Red Corner Limited
Redhib Limited
Rimu Tree Limited
Scorpions Limited
Seventh City Finance Limited
Silverwood Joint Venture
Smada Group Limited
The Lakes (2012) Limited
Totara Farm Park Joint Venture
Verplank Limited
Verplank (II) Limited
Wharewaka (2003) Limited
Wharewaka East Ltd
Windy Tree Limited



15.0 Appendix

- A. Incident/Accident Reporting Procedure
- B. Accident/Injury Reporting Form
- C. Incident/Accident and Injury Investigation Form
- D. Hazard Management Procedure
- E. Hazard Identification Form
- F. Evacuation Procedure
- G. Evacuation Report
- H. Acting Wardens Duties for Evacuation
- I. First Aid Report
- J. Fire Safety Checklist
- K. Monthly Site Inspection Checklist
- L. Monthly Office Inspection Checklist