



Set up a health and safety system

Avid Plus
August 2018

Managing
our
obligations



Set up a health and safety system compliant with the Health and Safety at Work Act 2015

Step 1: Leadership

- ✓ Review the context of the business e.g. what are the roadblocks, how well has the company done in the past, what resources are needed
- ✓ Write a health and safety policy
- ✓ Work out responsibilities for health and safety, include your workers
- ✓ Establish objectives to achieve and how you will review these
- ✓ Work out due diligence for company officers

Step 2: Risk management

- ✓ Work out your risks, in particular, your critical risks e.g. height, hazardous substances, machinery
- ✓ Develop your risk register
- ✓ Ensure equipment is safe e.g.
 - Machinery – undertake machinery assessments and maintenance
 - Tools checked for electrical safety

Step 3: Incidents and emergencies

- ✓ Review how injuries and incidents are being managed, who investigates them and who is responsible for reporting notifiable events to WorkSafe NZ
- ✓ Identify any emergencies that are reasonably likely and a plan for each e.g. chemical spill

Managing
our workers



Step 4: Worker participation

- ✓ Work out a process to talk to workers about health and safety and get input from workers
 - Either option 1 work out a worker agreement
 - Or option 2 comply with legislation
- ✓ Involve workers in setup and ongoing aspects of health and safety

Step 5: Training

- ✓ Identify training needs
- ✓ Work out competencies to undertake hazardous processes, operate hazardous plant and handle hazardous substances

Managing
others



Step 6: Contractors

- ✓ Work out who your contractors are and get their health and safety information



Set up a health and safety system

Avid Plus
August 2018

Related documents

Leadership

Policies:

- ✓ Health & Safety Policy

Procedures:

- ✓ Health & Safety Responsibilities
- ✓ Planning & Review

Forms:

- ✓ Health & Safety Responsibilities
- ✓ Annual Health & Safety Objectives
- ✓ Annual Health & Safety Review Meeting

Risk management

Procedures:

- ✓ Risk Management
- ✓ Hazardous Substance Management

Forms:

- ✓ Equipment and Plant Checks
- ✓ First Aid Kit Checklist
- ✓ Forklift check
- ✓ Hazardous Substance & Waste Inventory
- ✓ Hazardous Substance Skill Assessment
- ✓ Health and Safety Schedule
- ✓ Job Safety Analysis
- ✓ Ladder Inspection Record
- ✓ New Hazardous Substance
- ✓ New Equipment or Process
- ✓ Premises Check Office
- ✓ Premises Check Workshop
- ✓ Personal Protective Equipment
- ✓ Pre-employment Questionnaire
- ✓ Risk Assessment
- ✓ Risk Register
- ✓ Site Assessment
- ✓ Vehicle Check

Incidents and emergencies

Procedures:

- ✓ Incident Management
- ✓ Emergency Management

Forms:

- ✓ Incident Investigation
- ✓ Incident Register
- ✓ Incident Report
- ✓ Return to Work Plan
- ✓ Emergency Drill & Review

Worker participation

Procedures:

- ✓ Worker Participation

Forms:

- ✓ Health and Safety Meeting Agenda
- ✓ Worker Agreement

Training

Procedures:

- ✓ Training
- #### Forms:
- ✓ Competency Assessment Criteria
 - ✓ External Specialists / Trainer's Record
 - ✓ Induction Checklist
 - ✓ Internal Trainer's Record
 - ✓ Skill Assessment
 - ✓ Training Evaluation
 - ✓ Training Matrix

Guidelines:

- ✓ Battery Drill
- ✓ Bench grinder
- ✓ Concrete Saw
- ✓ Drill Press
- ✓ Driving of Company Vehicles
- ✓ Drop Saw
- ✓ Dyna Drill
- ✓ Electric Drill
- ✓ Forklift
- ✓ Gas Plant
- ✓ Heat Gun
- ✓ Jack Hammer
- ✓ Lathe
- ✓ Manual Handling
- ✓ Occupational Overuse
- ✓ Safety Data Sheets
- ✓ Welding

Contractors

Procedures:

- ✓ Contractor Management

Forms:

- ✓ Approved Contractor Register
- ✓ Assessing Contractor's Health and Safety
- ✓ Consult Coordinate & Cooperate Meeting
- ✓ Contractor Induction
- ✓ Contractor Letter
- ✓ Contractor Monitoring
- ✓ Contractor Questionnaire
- ✓ End of Contract Review
- ✓ Self-employed Contractor Questionnaire