

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

Managing our obligations

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
Develop an evacuation plan and practice it

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

Step 6 Contractors

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

Managing our workers

Managing others

Managing our obligations

Leadership

Policies:
Health & Safety

Procedures:
Health & Safety Responsibilities
Planning & Review

Forms:
Annual Health & Safety Objectives
Annual Health & Safety Review Meeting
Compliance Register
Health & Safety Responsibilities
Health & Safety Schedule

Incidents & emergencies

Procedures:
Emergency Management
Incident Management

Forms:
Emergency Drill & Review
Incident Investigation
Incident Register
Incident Report
Return to Work Plan

Risk management

Procedures:
Hazardous Substance Management
Risk Management

Forms:
Equipment & Plant Checks
First Aid Kit Checklist
Forklift check
Hazardous Substance & Waste
Inventory
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
Safe Work Method Statement
Site Assessment
Vehicle Check

Managing our workers

Worker participation

Procedures:
Worker Engagement & Participation

Forms:
Health & Safety Meeting Agenda
Worker Agreement

Training

Procedures:
Training

Forms:
Competency Assessment
External Specialists / Trainer's Record
Hazardous Substance Skill Assessment
Induction Checklist
Internal Trainer's Record
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

Managing others

Contractors

Procedures:
Contractor Management

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