



Heritage Preservation ×
Field Support Solutions

Health & Safety Policy and Procedure

Providing a healthy and safe work environment for all employees, contractors and visitors.

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Purpose

Heritage Preservation and Field Support Solutions (HPFS Solutions) is committed to providing and maintaining a safe and healthy workplace for all employees, contractors, consultants, and visitors. We are also committed to provide the information and supervision needed to achieve this.

The aim of this policy is to ensure that the management of health and safety is consistent with legislative obligations, and good employer practice, to provide a statement of responsibilities for health and safety and outline our approach to managing risks.

Coverage

This policy applies to all employees, contractors, consultants, visitors, and to all work or other activity carried out for, or on behalf of us, both on or off our premises.

References

Health and Safety at Work Act 2015
New Zealand Privacy Act 1993
Human Rights Act 1993
Individual Employment Agreements
Any subsequent amendments to the above Acts

Responsibilities

General

- a. HPFS Solutions is committed to providing a safe and healthy environment for all staff, contractors, consultants, and visitors.
- b. Health and safety is a shared responsibility. We expect every member of the business to take personal responsibility and accountability for promoting the safety of themselves and those involved in, or affected by HPFS Solutions activities.
- c. HPFS Solutions is committed to ensuring its health and safety practices reflect good practice, with legal compliance as the absolute minimum.
- d. HPFS Solutions are committed to consulting and actively promoting participation and engagement by all members of the business in developing the skills, knowledge and resources to maintain a healthy and safe environment.
- e. When HPFS Solutions engage another organisation to work at, or for, the business, managers responsible for the contract must consult, communicate and cooperate in relation to health and safety procedures, and provide them with access to a copy of this policy.

An identified set of responsibilities for each level of management is set out in this section. These responsibilities cannot be delegated; however, the actions needed to fulfil them can be delegated to other role-holders.

Person Conducting a Business or Undertaking (PCBU)

- a. A PCBU is the business entity.
- b. A PCBU is also any individual who manages or controls a workplace.
- c. The PCBU's carry ultimate responsibility for the health and safety of all members of the business.
- d. A PCBU will ensure the business complies with its duties under the Health and Safety at Work Act, by:
 - i. Supporting and ensuring the implementation of the Health and Safety protocols

- ii. Ensuring that if a Health and Safety Committee exists that it is chaired by a member of the senior leadership team, who will report back to the other officers and PCBU's on the proceedings of the committee and any other health and safety concerns raised by staff members
- iii. Ensuring regular reporting on health and safety matters
- iv. Ensuring that Health and Safety representatives are elected when the staff size reaches 20 or more, or where the work is considered high risk, or when a staff member requests they be represented
- v. Ensuring that appropriate staff members are appointed to fulfil specific health and safety functions and responsibilities
- vi. Ensuring that risk assessments for all activities and equipment are completed and reviewed. Risk assessments must identify safety controls to eliminate risks or to minimize risks if elimination is not reasonably practicable
- vii. Ensuring that all staff members receive induction and training (with appropriate records maintained, ensuring staff are competent to undertake their work activities safely with adequate time, resources, and support, and that staff have the appropriate level of supervision, information, and personal protective equipment where necessary.
- viii. Promoting the importance of reporting accidents, incidents, and any suspected non-conformance issues.
- ix. Ensuring all incidents are investigated and reported

OFFICERS

- a. The Officers within the Business includes the company directors and, or any other person who is able to exercise significant influence over the management of the business or undertaking (for example, a chief executive, or general manager)
- b. The Officers will ensure the business complies with its duties under the Health and Safety at Work Act, by:
 - i. Exercising due diligence to ensure that the business complies with its duties and obligations under the Act.
 - ii. Ensuring this policy is available in a form where it can be accessed by all members of the business.
 - iii. Ensuring that mechanisms, structures, systems, resources and procedures are in place to ensure that the business can comply with its duties under the Health and Safety at Work Act
 - iv. The company directors will dedicate a portion of time to health and safety matters in their monthly directors meeting. Within this time, they will review a health and safety report that is prepared by either the health and safety committee, the health and safety representative, or the business manager.
- c. The Officers also have the authority to take whatever action is considered necessary to prevent harm to individuals and/or members of the business.
- d. On a day-to-day basis, the Officers may delegate this executive action to relevant staff members.

ALL STAFF

- a. All staff includes any other person who works in the business as an employee, contractor, or consultant.
- b. All staff have a responsibility for their own health and safety, and that of others who may be affected by their work, research or study and their acts or omissions. In particular, all staff will:
 - i. Take reasonable care of themselves and others, cooperate with the business of health and safety matters, and ensure their acts or omissions do not adversely affect others.
 - ii. Not interfere with or misuse any health and safety resources or equipment.
 - iii. Not undertake activities or bring into work items that may create a health and safety issue.
 - iv. Make themselves aware and follow the contents of this Policy and all material relating to health and safety.
 - v. Report as soon as possible to their direct manager any matter that may be, or may create, a health and safety issue (for example; breach of H&S protocols, work related incident, illness, or injury, unsafe or unhealthy working conditions, and faulty equipment or building defects).

- vi. Follow the requirements of risk assessments and any requirements or instructions aimed at managing the safety of themselves and others
- vii. Familiarise themselves with and adhere to emergency procedures
- viii. Undertake any health and safety induction and training as required by the business.
- ix. Ensure all appropriate personal protective equipment and other items provided for their safety are work or used as require
- x. Cooperate with any incident investigation
- xi. Not disturb an accident scene until clearance is authorised except in exceptional circumstances, such as when persons or property are at serious risk

HEALTH AND SAFETY REPRESENTATIVE

- a. A Health and Safety representative is required where the business employs 20 or more staff, or when the businesses work or industry is considered high risk, or where an employee requests a representative be elected
- b. If a Health and Safety representative is required or initiated the representative will have a number of statutory functions:
 - i. To represent staff in discussions with the business
 - ii. To represent staff in investigations of hazards and accidents/incidents
 - iii. To carry out assessments of the workplace and inspecting relevant documents
 - iv. Representing staff in any discussions with WorkSafe New Zealand

HEALTH AND SAFETY COMMITTEE

- a. A Health and Safety Committee is required where the business employs 20 or more staff, or when the businesses work or industry is considered high risk, or where an employee requests a representative be elected
- b. If a Health and Safety Committee is required or initiated, the following will apply:
 - i. The committee will be made up of staff members representing all areas of the business
 - ii. The primary purpose of the committee will be to represent the views of the staff about health and safety issues
 - iii. The chair of the committee will be an officer and will report and health and safety matters raised by staff to the remaining officers and PCBUs.

OCCUPATIONAL HEALTH AND SAFETY

Safety is everyone's responsibility and requires commonsense. Please observe all safety rules and regulations on the job as instructed by your Manager - their prime purpose is to prevent accidents and protect you, your fellow employees and our guests.

SOME POTENTIAL HAZARDS AND SAFETY POINTS TO CONSIDER

- Never run in workplace areas.
- Use safety equipment and clothing provided.
- Make sure your work area is clean and uncluttered.
- Wear comfortable, covered shoes.
- Report all unsafe conditions and practices to your Manager immediately, e.g. wet floors, faulty equipment, and overloading, torn or loose carpets.
- Never indulge in horseplay or practical jokes; as such action often causes accidents.
- Make sure you are familiar with equipment and appliances before use.

FIRST AID

First Aid Kits are located in the workplace - your Manager will inform you of the nearest location. HPFS Solutions has trained and certified First Aiders onsite, your Manager will inform you who has current certifications.

MEDICAL EVENT

Trained First Aiders are on staff. In the event of a medical emergency remain calm, respect the privacy of the person involved by acting with discretion and call an ambulance. Clearly provide details of the emergency and the location of the building to the call center. Where necessary provide a screen to the area.

A Health and Safety Event should be documented through the website www.hpfssolutions.com/health-safety with the **Accident, Incident and Near Miss Form**.

FIRE

- If you discover a fire, you should immediately telephone the Fire Brigade on 111.
- Try to confine the fire as much as possible by closing doors and windows. If it is possible to extinguish the fire without exposing yourself to personal risk, then do so using the nearest firefighting equipment. Please ensure you are aware of your nearest fire extinguisher and/or fire blanket.
- You should then carry out fire procedures pertaining to your work area. Ensure that you are aware of the positions of Fire Exits and firefighting equipment.
- DO NOT PANIC

FIRE EVACUATION AND EMERGENCY PROCEDURES

Management and staff will provide a safe, fast and efficient evacuation of all occupants of the business from the scene of a fire.

- Staff will activate fire alarms and phone emergency services and notify the location of the fire
- The Manager will assume the responsibility of Fire Warden and wear the Yellow vest.
 - The Fire Warden will ensure that all staff and visitors are evacuated from the workplace.
 - The Fire Warden will identify themselves to the Fire Chief on arrival on The Fire Service.
- Managers will take a record of all staff/visitors in the workplace to the evacuation site to assist with the confirmation of all staff and visitors are accounted for.
- Management will ensure firefighting equipment is available and accessible to all staff.
- Management will ensure all staff are trained in the use of this equipment and all equipment checked annually.
- Management does not recommend attempting to tackle the fire unless staff are sure that it can be contained, and you are not putting yourself or others at risk.
- Visitors will be directed to the nearest fire escapes and told firmly "This way out please". They should be guided safely to the evacuation point. If you are not aware where this is, please check with your Manager.

Under no circumstances allow any member of the staff or public to enter the building until the fire brigade have given the all-clear.

Gas and mechanical extraction need to be shut off in the event of a fire. This will need to be reset on return to the building.

THE USE OF EXTINGUISHERS

Cooking Fat or oil (DON'T USE WATER)	CO2 Extinguisher
	Fire Blanket
	Dry Powder Extinguisher
Electrical	CO2 Extinguisher

BOMB THREATS

The best defense against bomb threats is to make it difficult for outsiders to get an explosive device into the building in the first place. Remember to always be security conscious. If you suspect a parcel of being suspicious contact your Manager. They will evaluate the situation and contact local authorities.

STORM OR FLOOD

Be aware of weather warnings, and if severe stay indoors. Your Manager will take control of the situation and contact Management/Owners and Civil Defense. It is important to stay calm and listen clearly to instructions.

These could include:

- Covering large windows with tape
- Sandbagging doorways
- Ensure there is an adequate supply of essential provisions such as fresh water, food, warmth, and emergency lighting.

EARTHQUAKE

Your Manager will take control of the situation and contact the Management/Owners and Civil Defense. It is important with any earthquake to stay indoors and seek cover under solid furniture or in a doorway. Stay away from any glass windows or fittings overhead that may fall on top of you. Once the shaking has stopped be prepared for aftershocks. It is important to stay calm and listen clearly to instructions.

These could include:

- Assisting others in need.
- Turning off heaters and put out any fires.
- Turning off water, electricity, gas, and heating oil at the mains.

VOLCANIC ERUPTION

Your Manager will take control of the situation and contact Management/Owners and Civil Defense. It is important during an eruption to stay indoors, close all windows and doors. It is important to stay calm and listen clearly to instructions. If you need to go outside you should:

- Wear substantial clothing and cover your head.
- Carry a torch.
- Breath through a cloth.

Before an accident/incident occurs

1.1 Developing and Monitoring a Hazards Register

- a. Staff are encouraged by Officers to report hazards via our website www.hpfssolutions.com/health-safety where potential hazards are identified, their significance rated, and safety controls identified and implemented.
- b. Every member will have equal opportunity to contribute and will be encouraged to continue to notify new hazards as they are identified.
- c. The Hazards Register should be reviewed regularly at team meetings, where employees and officers of the business reflect upon the current hazards, whether the safety controls are still appropriate and also whether there are any new hazards which need to be recognised and reported.

1.2 Reviewing Customer Complaints

- a. When a customer complains, the employee and Manager are required to follow the complaints procedure. All complaints should be emailed to HPFSSolutions@gmail.com

- b. Any Customers Complaints will be reviewed at regular team meetings and any potential hazards that are associated should be identified and recorded in the Hazards Register.

1.3 Health and Safety Reporting

- a. Health and Safety matters will be regularly reported in the monthly management meeting reports. The report will highlight any new accident/incidents that have occurred, what actions have been taken to eliminate, or minimize the risk of a further incident of a similar nature, whether there are any changes that need to occur for health and safety or risk management reasons, or purchases that are recommended, or any recommendations around training etc.
- b. Depending on the circumstances the Management/Owners may also receive copies of the hazard identification register, or health and safety policy, and procedures to review.

When an accident/incident occurs

2.1 Dealing with an Accident/Incident

- a. When an incident occurs, the incident handling procedure should be followed in the first instance.

2.2 Recording an Accident/Incident

- a. Once the Accident, Incident and Near Miss has been managed, the event should be documented through the website www.hpfssolutions.com/health-safety with the Accident, Incident and Near Miss Form.
- b. The Accident, Incident and Near Miss should also be recorded in the Accident and Incidents Register.
- c. The Accident and Incidents Register should be taken to regular team meetings and the circumstances of the incident reviewed to ensure that the associated hazards are then recorded in the hazard identification register and safety controls are discussed and implemented to avoid a similar incident in the future.

Dealing with a serious harm accident/incident

3.1 If there is a serious harm Accident or Incident in the workplace, steps you must follow:

- a. Make sure anyone injured or suspected of injury has received first aid or medical attention if necessary.
- b. Contact Management/Owners.
- c. Do NOT interfere with the accident scene, unless:
 - Health and Safety Inspector has given permission,
 - It is necessary to save someone's life or prevent harm or suffering to them,
 - It is necessary to maintain access by the general public to an essential service or utility, or
 - It is necessary to prevent serious damage to property.
- d. Advise the Work Safe New Zealand as soon as possible by phone (0800 030 040) This phone line is a 24/7 service.
- e. Carry out and co-operate with any subsequent investigation.
- f. Manager should complete the online forms as required within 7 days <https://www.worksafe.govt.nz/notify-worksafe>
- g. Keep a copy of the online form on file.
- h. Take steps to eliminate or minimise any identified hazard, once an Inspector has gives permission to interfere with the accident scene.
- i. After the accident/incident has been managed, the associated hazards and risks should be evaluated and entered into the hazard identification register (or reviewed if already covered). Risk controls should be identified to avoid a similar incident occurring again in the future.

NOTE

For guidance on what is considered to be serious harm or a notifiable injury, visit the following site:

<https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event>

Definitions

Act	A law passed by Parliament. Before an Act is passed it's called a Bill.
Business or undertaking	The usual meanings are:
Business	<ul style="list-style-type: none">- An activity usually carried out with the intention of making a profit or gain undertaking.- An activity that is non-commercial in nature (eg certain activities of a local authority or a not-for-profit group).
Hazard	Anything that can cause harm. Under HSWA, hazard is defined as "includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)".
HSWA	Health and Safety at Work Act. The key work health and safety law in New Zealand. All work and workplaces are covered by HSWA unless specifically excluded. You can find the full text of the Act on the New Zealand Legislation website
HSC	Health and Safety Committee. A committee of PCBU representatives, workers and other members that meets regularly and works co-operatively to ensure worker health and safety.
Health and Safety Inspector	A person employed by WorkSafe (or Civil Aviation Authority or Maritime New Zealand) to assess health and safety compliance, and investigate work health and safety incidents. Inspectors have a range of powers under health and safety laws, including being able to enter and inspect a workplace, to require answers to specific questions, and to seize items for use as evidence.
HSR	Health and Safety Representative. A worker elected by members of their work group to represent them in health and safety matters.
Notifiable event	When any of the following occurs as a result of work: <ul style="list-style-type: none">- a death- notifiable illness or injury- a notifiable incident.- WorkSafe must be notified when a notifiable event occurs. See Notify WorkSafe.
Notifiable incident	When someone has been immediately exposed to a serious risk to their health and safety because of an unplanned or uncontrolled work incident. For example,

exposure to a leaked substance, an electric shock, or the collapse/partial collapse of a structure.

Officer

A person who has the ability to significantly influence the management of a PCBU. This includes, for example, company directors and chief executives. Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.

PCBU

Person conducting a business or undertaking. In most cases, a PCBU will be a business entity, such as a company. However, an individual carrying out business as a sole trader or self-employed person is also a PCBU.

A PCBU does not include workers or officers of a PCBU, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work.

PPE

Personal protective equipment. Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. This may include – but is not limited to:

- respiratory protective equipment
- protective helmets
- protective eyewear
- protective boots
- protective gloves
- hearing protection
- high-vis clothing
- sunhats
- sunscreen and lip protection
- safety harness systems.

Workplace

Any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out. Most duties under HSWA relate to the conduct of work. However, some duties are linked to workplaces.

Worker

An individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (eg managers are workers too). PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.

WorkSafe New Zealand

The government agency that's the key work health and safety regulator. Other government agencies can be designated to carry out certain health and safety functions, for example, Maritime New Zealand and the Civil Aviation Authority. Previous work health and safety regulators include OSH, Department of Labour, and MBIE.

Compliance

HPFS Solutions requires all its employees to comply with all policies and procedures. To this end it is the responsibility of all employees to ensure they are familiar with the business' policies.

Where there is any inconsistency between this policy and your employment agreement, your employment agreement prevails.

Policy Details

Date Issued: 19 April 2021	Review By Date: March 2023
Responsibility: Susanne Grieve Rawson	Authorised By: Susanne Grieve Rawson
Version:	

Version History

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