

# HEALTH AND SAFETY

## Health and Safety Policy

Barker Contractors Limited is committed to the health and safety of staff, contractors, suppliers and the general public.

We have very clear health and safety expectations for all employees, and clear processes for dealing with breaches of these expectations.

You are expected to play a vital and responsible role in maintaining a safe and healthy workplace.

Our Health and Safety expectations are that employees:

- Observe all safe work procedures, rules and instructions
- Wear all PPE provided when required
- Report hazards
- Report all accidents, incidents and near misses
- Report early, any pain or discomfort
- Actively look for new hazards on each worksite and act immediately to eliminate, isolate or minimise these hazards.

If you breach these expectations, you may be subject to a disciplinary process if the company considers the circumstances and surrounding factors appropriate to take such action.

**We want everyone to go home in no worse condition than when they arrived at work.**

**If you do not adhere to the Health and Safety expectations set down then you are putting yourself, the public and the company at risk.**

Incidents and injuries need to be reported and recorded accurately, and as soon as possible, on the Incident/Injury.

You need to be aware of:

- The hazards you will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to yourself, other person(s) and property.
- What to do in an emergency
- Know the location of all necessary safety gear or safety equipment and materials.

### **Duty of “Others in the Workplace”**

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace
- People who are lawfully at work
- People who are in the place with express or implied consent and have paid to be here, or are buying or inspecting goods.

We have a duty to ensure the following persons are advised of any significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act, eg DoL, ACC, Police

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (providing they were not authorised to be here)

## HAZARD MANAGEMENT

Barker Contractors Limited operates in a safety sensitive industry. All Employees must play a part in keeping themselves and others safe.

### Hazard Register

Barker Contractors Ltd has a Hazard Register which documents all known hazards relating to each work area. This Register is available from the following places:

All Foreman, Supervisors and Managers

Staff Room

Main Office

It is our intention to systematically identify and control all hazards in our workplace.

Where there are hazards, we will take all practicable steps to:

- Eliminate the hazard
- Isolate the Hazard
- OR
- Minimise the hazard

Where a hazard has been identified we will ensure:

Protective clothing and equipment is provided and used by all Employees, at all times necessary.

Good work practises are used and maintained.

Employees are properly trained and/or supervised.

Where appropriate, and with Employee's consent, health monitoring in relation to exposure to significant hazards is undertaken.

Any new hazards identified, are incorporated into Site Hazard ID Sheet, the Hazard Register and all Employees informed.

Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established.

All hazards and the hazard controls will be regularly assessed.

All Employees are aware of Emergency and Evacuation Procedures.

### **Hazard Control Definitions:**

**Eliminate** the hazard: means to remove the hazard altogether. For example:

Replace or remove hazardous machinery

Replace hazardous chemicals with non-hazardous materials

**Isolate** the hazard: means to take action to prevent a person coming in contact with the hazard. For example:

Use guards to cover moving parts of machinery

Place a noisy machine within a sound proof enclosure

Keeping cleaning fluids, solvents and chemicals stored safely

**Minimise** the hazard: means if the hazard cannot be eliminated or isolated, taking actions to minimise the exposure of people to the hazard. For example:

Use personal protective equipment (PPE) such as earmuffs and safety glasses

Regularly maintaining equipment and machinery

Signs to warn people about the hazards present.

### **Staff Involvement in Hazard Management**

Requires that every employer shall ensure that all employees have the opportunity to be fully involved in the development of procedures developed for the purpose of complying with Sections 7 to 10 of the Act (hazard identification, elimination, isolation and minimisation), or dealing with or reacting to emergencies or imminent dangers.

There will be an opportunity for staff to decide if a nominated Health and Safety Representative is to be elected. This will be provided annually.

### **Investigation and Evaluation**

Where an Incident or Injury occurs requiring recording and reporting, the Employer shall take all practicable steps to ensure that the occurrence is investigated to determine whether it was caused by or arose from a Significant Hazard.

All accidents and incidents must be notified to the Supervise/Foremen immediately. If any incident is not notified in writing within 24 hours, then it may not be accepted as a work related injury.

## **HEALTH MONITORING & EMPLOYMENT SCREENING**

In Barker Contractors Ltd, the main aim of the Health Monitoring Programme is to identify and effects on health due to hazardous exposure as soon as possible to prevent further harm. This will be carried out by Employment screening and the continued monitoring of our Employees.

### **Employment Screening**

The aim of our Employment Screening is to ensure we do not employ anyone who, as a result of a disability or medical condition, would be placed at risk in the workplace or whose employment would put other people at risk.

Our screening process may include the following requirements, dependant on the role applied for:

- Certificate from applicant's own Medical Practitioner
- Completion of a medical questionnaire
- Examination by our Medical Practitioner
- Medical tests such as audiometric, eyesight, drug testing
- Selected personal questionnaires

Specifically the following will occur: Vaccinations, Hearing Tests and Drug Testing.

Dates of tests are recorded in the Employee Record.

### **Vaccinations**

All staff, where the role requires it, will have a current Tetanus Vaccination and if there is a possibility of being exposed to sewers they will be required to have a current Hepatitis vaccination. Blood testing will be offered to all employees, where the role requires it, to assess the requirements for Hepatitis A and Hepatitis B Vaccinations.

All other staff will be offered the above vaccinations.

### **Hearing Tests**

All staff, where the role requires it, will have a hearing test after they have been employed by the company for 2 months, then as part of our ongoing Health Monitoring

System, they will be required to have a hearing test every twelve months thereafter. All other staff will be offered a hearing test.

### **Drug Tests**

Refer to the Barker Contractors Ltd Drug Policy for further information.

All new Employees will be drug tested prior to starting employment and if found to be positive for illicit drugs or non-prescription drugs, will have their offer of employment or their employment contract cancelled immediately.

If any employee is thought to be under the influence of illicit drugs or non-prescription drugs they will be removed from the job site and a drug test performed.

Drug Tests will also be performed following an incident.

## **CLIENTS AND SUBCONTRACTORS**

In general, all Clients and Sub-Contractors will be dealt with by the Operational Manager, Contract Manager or Supervisor. However, if they are on your site you may have to deal with them and then you must ensure the following:

That all Clients and Sub-Contractors are inducted by being advised of:

- All specific hazards they may be exposed to while they are undertaking work on our premises/worksites and the appropriate hazard controls.
- That they must sign the specific Site Hazard ID Sheet.
- That they must inform Barker Contractors Ltd staff of any hazards they bring to the jobsite and their controls for dealing with the hazards.
- Emergency and Evacuation Procedures.

Our Policy is that Contractors shall be informed that they are responsible for any hazards that they may create while on our premises/worksites.

## **EMERGENCY AND EVACUATION PROCEDURES**

Note: Remember each site is different and each site will require its own evacuation procedure.

Always make yourself aware of emergency and evacuation procedures prior to commencing work.

### **REPORT ALL INJURIES AND NEAR MISS INCIDENTS - NO MATTER HOW MINOR**

**In the event of any emergency or natural disaster, the following will happen:**

#### **SERIOUS INJURY**

Stay calm

Immediately stop work on site.

Contact emergency Services on 111

Stay with the injured person.

Administer first aid. Do not move the injured person unless to prevent further injury.

Do not put yourself or anyone else at any unnecessary risk!

Inform the Office of:

- a) the situation
- b) any injured employees
- c) names of employees on site
- d) names of employees under your control but not at present on site.

#### **INJURY TO YOURSELF WHILST WORKING ALONE**

Stay calm

Administer first aid.

Contact emergency Services on 111

#### **FIRE**

Raise the alarm or shout FIRE FIRE FIRE

Contact emergency Services on 111

Do not put yourself or anyone else at any unnecessary risk! Only fight the fire if it is small and not spreading.

Evacuate from the area or building

Assemble all personal at A safe distance from the site

Check that all persons are accounted for

Inform the Office of:

- a) the situation
- b) any injured employees
- c) names of employees on site
- d) names of employees under your control but not at present on site.

## **EARTHQUAKE**

**If inside** move no more than a few steps and Drop, Cover and Hold. Stay inside until the shaking stops and it is safe to exit.

**If you are outside** move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.

**If you are at the beach or near the coast**, Drop, cover and hold then move to higher ground immediately in case a tsunami follows the quake.

**If you are driving**, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops, proceed with caution and avoid bridges or ramps that might have been damaged.

**If you are in a mountainous area** or near unstable slopes or cliffs, be alert for falling debris or landslides.

## **SEVERE STORM OR FLOOD**

Secure moveable objects.

Move clear of trees and power lines.

If near water move to higher ground.

Stay away from swollen flood waters. Do not attempt to cross.

Contact emergency services if required.

Contact the office and advise of your situation.



## **POWER LINE STRIKE**

### **Fallen Power Lines**

NEVER touch a fallen power line, or anything or anyone in contact with it.

Call 111

If a power line hits your vehicle, stay inside, warn others away, and wait for rescue personnel.

If you must get out, jump clear without touching the vehicle and the ground at the same time, and shuffle away.

### **Electrical Fire**

Unplug the piece of equipment or interrupt power at the mains switch.

Call 111 and tell them it is an electrical fire. If a small fire use a multipurpose extinguisher.

Never use water on an electrical fire.

Evacuate building.

## **VIOLENCE**

Try to remain calm.

Try to cooperate without aggravating the situation.

Do not be a hero.

Contact emergency services and the office as soon as it is safe to do so.

## **Emergency Plan**

### **Co-ordination**

This will be carried out by whoever is available in the office as they have both radio telephone and telephone communications available.

The alarm will be raised by the staff on site by contacting the office using whatever suitable communications are available. The call will outline the problem and what aid is required.

First aid will be offered by on site personnel or other suitable personnel, aid will continue to be offered until appropriate emergency services arrive on the site.

Appropriate emergency services will be contacted by office personnel or by on site personnel if telecommunications are available.

On site personnel will take all possible steps to ensure the safety of any injured person, other site personnel or members of the public.

On site personnel will take all possible steps to ensure the protection of property or to minimize the possibility of any further damage.

On site personnel will take all possible steps to protect the environment from damage or contamination or to minimize the possibility of further damage or contamination.

The site all clear will be given by either:

The Supervisor/Foreman

The Operations Manager

The Managing Director

The Department of Labour

Emergency Procedures can be found:

**Yard**

**Your Site**

**In Office**

**Staff Room**

**Workshop**

**On Orange sheet in Supervisors / Foreman Job packs**

BARKER CONTRACTORS - Do Not Copy

## **COMPANY RULES**

**Serious misconduct includes but is not limited to:**

- Consuming or being affected by unauthorised drugs or alcohol during the hours of work, or while operating or being in charge of company vehicles/machinery or plant.
- Unauthorised possession of Company property.
- Wilful damage to Company property or client's property.
- Boisterous play, which may injure a fellow worker, a client or client's employee.
- Unauthorised absence from work.
- Violence against another person on Company premises or during working hours.
- Refusal to perform work.
- Walking off the job.
- Unauthorised disclosure of Company information.
- Misrepresenting the Company for personal gain.
- Misrepresenting a timesheet or filling in another worker's timesheet.
- Sleeping during working hours.
- Failing to observe health & safety rules.

**Examples of less serious misconduct includes** but are not limited to:

- Removing or being in the possession of another worker's property without permission.
- Misuse of fire or safety equipment.
- Misuse or unauthorised use of Company property.
- Failure to report a work related accident.
- Continual lateness.
- Lack of application to an assigned task.
- Refusal to carry out the lawful instruction of managers/supervisors.
- Failure to comply with Time recording procedures.
- Failure to report for work at the time required without notifying the Manager/supervisor of the reason prior to commencement.
- Failure to operate machinery in a safe manner.
- Overloading machinery, trucks.

# **CONTACT DETAILS**

## **Office**

**Phone** 06 857 8303

**Email** [mike@barkercontractors.co.nz](mailto:mike@barkercontractors.co.nz)  
[admin@barkercontractors.co.nz](mailto:admin@barkercontractors.co.nz)  
[hr@barkercontractors.co.nz](mailto:hr@barkercontractors.co.nz)

**Address** 23 Waverley Street,  
Waipawa

## **Cell Phone Numbers**

**John Masters –** 027 654 5359  
**General Manager**

**Michael Barker –** 0274 432 440  
**Operations**

**Caitlin Barker** 027 389 7552  
**Health and Safety**