

**Safety Management Plan  
For  
Gulf Harbour Marine Village  
Residents Association**



**allaboutpeople**

HEALTH & SAFETY • EMERGENCY MANAGEMENT

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## Section 1: Organisation Overview

### Specific Responsibilities

The following specific responsibilities apply:

#### Manager:

- Take all reasonably practicable steps to ensure the safety of all Personnel at the workplace or who may be affected by the execution of the work;
- Ensure compliance with relevant legislation, regulations and codes of practice for health and safety in their working environment;
- Ensure equipment is provided, maintained and operated in compliance with relevant WorkSafe New Zealand Codes of Practice ensuring the equipment does not cause harm to Personnel operating it, including Sub-Contractors, the public or any other people;
- Ensuring the provision of the appropriate safety equipment that is in good condition, in its recommended 'work' life, and be able to provide licensing, calibration and test certificates where appropriate;
- Ensuring the Safety Plan is kept up-to-date and communicated to all affected parties for the duration of the Contract;
- Ensuring all Task Analysis are kept up-to-date and communicated to all affected parties for the duration of the Contract;
- Ensuring all Personnel are inducted into the Contract including Sub-Contractors prior to starting work;
- Ensuring all Emergency Procedures are in place;
- Undertaking Safety Assessments as specified; and
- Encourage Worker consultation and participation in health and safety matters.

#### Contractors will (if any):

- Identify and assess hazards/risks in the workplace and take all reasonably practicable steps to eliminate or minimise exposure to them;
- Control all significant hazards;
- Be proactive in identifying and controlling new hazards;
- Ensure all plant and equipment is in good working order;
- Provide health and safety training and supervision;
- Provide personal protective equipment to all staff as required;
- Record and investigate all reported incidents and injuries and where required, formulate plans for corrective action;
- Meet our obligations under the Health and Safety at Work Act 2015, and related Health and Safety Regulations, Codes of Practice and any relevant standards or guidelines.

#### Volunteers/Workers will:

- Actively contribute to Hazard/Risk Identification and Management;
- Look after equipment and operate machinery in a safe manner ensuring any defects are reported to Management;
- Participate in health and safety training;
- Adopt safe work practices and encourage others to do the same;
- Report and record incidents and injuries promptly and accurately; and
- Participate in a return to work programme if applicable.

## HEALTH AND SAFETY POLICY

### HEALTH AND SAFETY VISION

Everyone who works for or engages with our company, goes to work and comes home healthy and safe.

### OUR VALUES

In the spirit of communication, collaboration and commitment we will act with:

- **Integrity** – being fair, firm, and consistent, showing respect for those we work with.
- **Courage** – standing up for health and safety.
- **Responsibility** – being accountable for what we do.

### COMMITMENTS AND ACTIONS

To achieve our vision of a safe place of work and compliance with the Health and Safety at Work Act 2015 and associated Regulations, we're committed to the following:

#### Leadership

Our Leaders demonstrate a visible commitment to health and safety.

#### Worker Engagement, Participation and Representation

We actively encourage and support Worker engagement in health and safety.

#### Reporting

We have robust, proactive, and accurate Health and Safety Reporting.

#### Risk Management

- We identify, assess, manage and communicate all risks and their controls in our business;
- All critical risk activities are identified, managed and have a plan that is followed by all; and
- The safety of Workers isn't compromised by anyone under the influence of drugs, alcohol or fatigue.

#### Training and Induction

- All Workers will be competent to safely carryout their tasks.
- All Workers will be inducted into our health, safety and wellbeing requirements and culture.

#### Health, Safety and Wellbeing

We actively promote the health, safety and wellbeing of Workers.

---

Name and Position

---

Date

## Section 2: Health and Safety Meetings

### Reference:

HS2 – Health and Safety Meeting Minutes

### COMMUNICATIONS OVERVIEW

#### Pre-Start Meetings

A Job Pre-Start Health and Safety Meeting will be carried out to review:

- Specific Safety Plans (where necessary);
- Task Analysis / Safe Work Method Statements;
- Client safety requirements; and
- Safety rules.

#### Ongoing Health and Safety Meetings

Health and Safety Meetings will be held as required to review:

- Feedback on hazards and risks, work methodology, incidents etc. from the previous meeting;
- Task Analysis / Safe Work Method Statement to be used; and
- All participants of the meeting will sign-off on the minutes and any other documents (e.g. Task Analysis, SWMS etc.) reviewed.





## Section 3: Hazard and Risk Management

### Reference:

#### HS3 – Site Hazard/Risk Register

### OVERVIEW

Hazard/Risk Identification and Management is a Risk Planning Tool that improves safety, productivity, quality and communications at our workplace. When identifying and reviewing a hazard, be sure to:

- Involve Workers in the process – they work with the hazards on a regular basis and have excellent knowledge of the required controls; and
- Update the master Hazard/Risk Register.

### METHODS OF HAZARD / RISK IDENTIFICATION

There is a range of commonly used hazard identification methods. Frequently it is appropriate to use a combination of approaches.

Four commonly used methods of hazard/risk identification are:

1. **Physical Inspections** – this is the traditional method of identifying hazards by walking around the place of work with the aid of a checklist.
2. **Task Analysis** – it may be useful to look at the tasks in each job and observe the actions of Workers, while identifying the hazards/risks involved.
3. **Process Analysis** – this involves following the production or service delivery process from start to finish, and identifying the hazards/risks involved at each stage.
4. **Analysis of Incident Investigation details** – whenever there is an Unsafe Act, Accident, 'Near Miss', or the Incidence of Harm, the Employer must take all reasonably practicable steps to determine the cause and whether a significant hazard/risk was involved.

## HAZARD ELIMINATION AND RISK CONTROL

To properly manage exposure to risks, control measures must be considered for their appropriateness. It is worth remembering that change may itself introduce new risks that need to be identified, assessed, treated and monitored.

**Example** – if one procedure is substituted for another, do Personnel know of the change, do they accept the change and is it actually implemented? How will the effected persons be consulted with?

Control measures should be considered and implemented in the following order:

1. **ELIMINATION**
2. **MINIMISATION**

This can be broken down into:

1. **ELIMINATION** of the hazard or preventing the risk. E.g.:
  - a) Repairing or replacing faulty equipment.
  - b) Eliminating dangerous work processes (e.g. by purchasing pre-cut materials or substances in quantities that do not require decanting).
2. **MINIMISATION WHICH INCLUDES:**
  - a) **SUBSTITUTION** of the hazard with another that has a lesser risk. E.g.:
    - Use a different, less dangerous piece of equipment.
    - Use safer materials or chemicals.
  - b) **ISOLATION** of the hazard that is creating risk to Personnel and others. E.g.:
    - Place noisy equipment into their own soundproof enclosure – e.g. compressors in a workshop.
    - The use of fume cupboards is a good way of isolating dangerous chemicals from Workers using them.
  - c) **ENGINEERING CONTROLS** – minimising the risk by engineering means. E.g.:
    - Adding machine guards or lock-out devices.
    - Changing lighting to reduce glare.
    - Installing exhaust fans, etc.
  - d) **ADMINISTRATIVE MEASURES** – implementing Safe Work Practices. E.g.:
    - Establish written Safe Work Procedures.
    - Change daily routines, e.g. so that keyboard operators get breaks from keyboarding to do other duties.
  - e) **PERSONAL PROTECTIVE EQUIPMENT** – least effective way of controlling hazards. E.g.:
    - PPE is only useful when it is in good condition and always worn correctly.
    - People need to know when to wear their PPE and how to fit and look after it.
    - Employers must ensure that the equipment provided is appropriate for the person and controls the risk for the person.

## RISK ASSESSMENT MATRIX

### What is the Probability / Likelihood of it happening?

CRITERIA	
Almost Certain	Expected in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

### How will it affect you?

LEVEL OF EFFECT	EXAMPLE OF INJURY CONSEQUENCE AT EACH LEVEL
Insignificant	No injuries; low financial loss
Low	First Aid treatment only; spillage contained at site; medium financial loss
Moderate	Medical treatment; spillage contained but with outside help; high financial loss
Major	Extensive Injuries; loss of production; off-site spillage with no bad effects; major financial loss
Severe	Death; toxic release of chemicals with major effect; huge financial loss

### Determine the Risk Score

LIKELIHOOD	CONSEQUENCE				
	1 Non-Significant	2 Minor	3 Medium	4 Major	5 Significant
5 Almost Certain	5 Medium	10 Medium	15 High	20 High	25 High
4 Likely	4 Low	8 Medium	12 Medium	16 High	20 High
3 Possible	3 Low	6 Medium	9 Medium	12 Medium	15 High
2 Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
1 Rare	1 Low	2 Low	3 Low	4 Low	5 Medium

### Determine the Risk Score

SCORE	ACTION
High	ACT NOW – Urgent – Stop work, isolate area, and warn personnel, do something about the risk immediately.
Medium	Stop work, isolate area, and warn personnel, review of procedures, training, PPE etc. is required. Stop work, isolate area, and warn personnel, review of procedures, training, PPE etc. is required.
Low	OK for now. Follow agreed practices. Review regularly. (At least once per year).

## HAZARDOUS SUBSTANCES PROCEDURE

Management of Hazardous Substances, a record of any hazardous substances needs to be kept on the Form HS3 – Hazardous Substances Register. An up-to-date Safety Data Sheet must be available for each chemical or hazardous substance in the business. It needs to be less than five years old and easily accessible by employees in the event of an emergency. It is suggested that all chemicals and hazardous substances be kept up-to-date on the Hazardous Substance Register.

When receiving hazardous materials:

- Check that the current SDS is available;
- Check packaging for damage, leaks etc; and
- Check labelling, signage and emergency details on packaging and is readable.

Ensure that adequate instruction/training is given to ensure competency regarding handling, correct PPE required, first aid emergency requirements, disposal of and storage of hazardous materials, this includes 'Approved Handlers.' Refer to SDS (Safety Data Sheets) for these requirements.

## Section 4: Safe Work Method Statements

### Reference:

#### HS4 – SWMS Template

A Job Safety Analysis (JSA) or Risk Management Plan is a review of work to be performed from beginning to end, what equipment will be used, how the work will be performed, the environment the work will be performed in. A Hazard/Risk Register is included as part of this Analysis.

A Safe Work Method Statement (SWMS) is a procedure for any work activities identified as having specific health or safety risks, e.g. working at height, working alone or working at night. The SWMS identifies the hazards and risks associated with that work, what measures will be put in place to control and minimise the health and safety hazards and risks associated with the activity, job or task, and how to perform the work safely.

The SWMS's will be reviewed with all Personnel:

- Before commencement of work as part of the Pre-Start Meeting;
- Each morning before work starts, as they apply to the day's work; and
- Before any work commences after changes to methodology or the work environment.

**After each review, all Personnel taking part in the review will sign in agreement to the SWMS.**

If any conditions or methodology changes during the project, work will stop, the Hazard/Risk Register and SWMS will be reviewed and updated as required.

Example below:

Think about the worksite and each stage of the project including preparation and clean-up. The hazards associated with each step need to be documented below. Refer to Risk Matrix to establish the level of Risk before and after control.

Description of Overall Activity:

TASK IN ORDER OF COMPLETION	POTENTIAL HAZARDS AND RISKS	RISK LEVEL BEFORE CONTROL	WHAT WE WILL DO TO MAKE IT SAFER	RISK LEVEL AFTER CONTROL
Unloading Trailer	Lifting heavy items is a hazard because poor lifting technique could result in strains and sprains.	12 Medium	<ul style="list-style-type: none"> <li>• Ask for assistance</li> <li>• Good lifting techniques</li> <li>• Mechanical help if possible.</li> <li>• Ensure the vehicle is located in its designated safe area on site to prevent any further hazards such as blocking egress points where possible.</li> </ul>	3 Low
Walking onto and around site.	Plant and equipment moving around site entry / exit could hit / crush causing injury or death.	12 Medium	<ul style="list-style-type: none"> <li>• Wear correct PPE, watch for site traffic and ensure you enter the site safely; or</li> <li>• Meet the Site Supervisor where possible for instructions re site traffic / operations.</li> </ul>	6 Medium



## Section 5: Inspection of Plant and Equipment

### Reference:

#### HS5 – Plant / Equipment Register

All maintenance and repairs carried out on site plant and equipment including mobile/fixed plant and vehicles:

- Will be documented;
- Service programmes will be in place; and
- Equipment is checked and serviced on a regular basis as required by the:
  - Equipment Service / Maintenance Register; and
  - Vehicle Service / Maintenance Register.

Plant and Equipment includes but is not limited to:

- General electrical tools – view and inspect before use;
- Vehicles – WoF and Registration as required; and
- Hired Equipment – Ensure all certifications and registrations valid prior to use.

### Example:

#### HS5 – PLANT / EQUIPMENT REGISTER

ITEM DESCRIPTION	REFERENCE (e.g. Serial No. or License Plate)	DATE OF LAST SERVICE / CHECK DONE (For Plant & Equipment)	DATE OF NEXT SERVICE / CHECK DUE (For Plant & Equipment)	DATE OF NEXT WOF DUE (For Vehicles only)	DATE OF NEXT REGISTRATION DUE (For Vehicles only)
Toyota Corolla 2018	ABC123	05/02/2019	05/02/2020	14/02/2020	16/03/2020
Mazda RZ7 2018	CBA321	10/01/2019	10/01/2020	10/01/2019	12/03/2020
Cordless Makita Drill	1234	15/01/2019	15/07/2019		





## Section 6: Safety Auditing

### Reference:

HS6 – Workplace Safety Observation Checklist

### HEALTH AND SAFETY AUDITS

It is important to conduct Safety Audits of Gulf Harbour Marine Village Residents Association's Health and Safety Systems and Procedures, and the process to develop, implement and monitor Safety Plans and the Health and Safety Procedures and Systems are in place, current, effective and understood.

This Audit (or Self-Assessment) will be carried out periodically.

Results with recommended Corrective/Preventative Actions will be reviewed with Management and at the next Team Meeting.

Management is responsible for ensuring any recommended urgent corrective/preventative actions are reviewed, implemented and a follow-up review completed as required.



## Section 7: Emergency Procedures

### Reference:

#### HS7 – Emergency Procedures

Gulf Harbour Marine Village Residents Association will ensure there are effective Emergency Plans in place to manage all types of emergencies likely to occur within the workplace, and to comply with legislative requirements.

Emergency Procedures are designed to provide information and procedures to protect people in our workplace during an emergency.

Procedures relevant to our business need to be in place to ensure that if an emergency event occurs, our Workers are prepared to deal with the situation with minimum risk to health and property.

The types of emergency that can occur can be as diverse as:

- Electrocution;
- Chemical spills and leaks;
- Earthquake;
- Assault;
- Fire;
- Storm;
- Structural collapse; or
- Medical emergency.

Gulf Harbour Marine Village Residents Association has reviewed the potential emergencies for this Contract and has identified the appropriate responses.

Contact details of Personnel trained in Emergency Response are discussed with all Personnel during the Pre-Start Meeting and on-going inductions.

## FIRE AND EMERGENCY

You must know and understand what to do if a fire occurs.

- Your first concern is the immediate safety of all people present.
- Next call emergency services.
- Contain the fire but only if it is safe to do so.

FIRE EMERGENCY CHECKLIST	PRECAUTIONS
1. Raise the alarm	<ul style="list-style-type: none"> <li>▪ Do not endanger yourself</li> </ul>
2. Evacuate people from the area	<ul style="list-style-type: none"> <li>▪ Make sure you have an escape route</li> </ul>
3. Activate any emergency shut down systems	<ul style="list-style-type: none"> <li>▪ Do not use water on petroleum or electrical fires</li> </ul>
4. Call emergency services (dial 111)	<ul style="list-style-type: none"> <li>▪ Do not leave the site unattended if there is risk of further outbreak</li> </ul>
5. Call your manager	<ul style="list-style-type: none"> <li>▪ Advise your manager of the incident.</li> </ul>
Evacuation/Assembly points:	<ul style="list-style-type: none"> <li>▪ The car park area behind the 4 Square Store</li> </ul>
Warden:	<ul style="list-style-type: none"> <li>▪ Steve Law (Facility Manager)</li> </ul>

## WHEN DISASTER STRIKES

Turn on your radio for advice and information. Know the Civil Defence warning signal.

Know your nearest Civil Defence Post. Do not go sightseeing.

### CIVIL DEFENCE *(Manager to complete):*

Your Civil Defence warning signal is:	
Your nearest Civil Defence post is at:	
Your nearest Police Station is at:	
Your local Radio Station is:	
Your Civil Defence Cabinet/Kit is at:	

<p><b>EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>▪ During the earthquake</li> <li>▪ Keep calm.</li> <li>▪ Stay indoors where practical.</li> <li>▪ Keep away from windows and heavy furniture.</li> <li>▪ Take cover – use a doorway or get under a strong table or other sturdy structure.</li> </ul>	<p><b>After the earthquake, if the building is damaged</b></p> <ul style="list-style-type: none"> <li>▪ Turn off water, electricity and gas at mains.</li> <li>▪ Conserve your water.</li> <li>▪ Treat injuries.</li> <li>▪ Get in touch with neighbours – they may need help.</li> <li>▪ When help is needed go to your nearest civil defence post.</li> <li>▪ Advise manager of damage sustained.</li> </ul>
<p><b>TSUNAMI</b> (Manager to complete):</p> <ul style="list-style-type: none"> <li>▪ This business in a tsunami risk zone: (Yes/No)</li> <li>▪ What warning systems are in place:</li> <li>▪ Go to high ground immediately, your route to a safe location is:</li> <li>▪ Go at least a kilometre inland or 35 metres above sea level.</li> <li>▪ Do not go sightseeing.</li> <li>▪ Listen to the radio for information and follow civil defence instructions</li> </ul>	<p><b>VOLCANIC ERUPTION</b> (Manager to complete)</p> <ul style="list-style-type: none"> <li>▪ What warning systems are in place:</li> </ul> <p>Before a volcanic eruption</p> <ul style="list-style-type: none"> <li>▪ Your route to a safe location is:</li> </ul> <p>During the volcanic eruption</p> <ul style="list-style-type: none"> <li>▪ Stay indoors as much as possible.</li> <li>▪ Save water at early stage as supplies may become contaminated.</li> <li>▪ Keep gutters and roof clear of ash to prevent roof collapse.</li> <li>▪ If you must go outside, use protective clothing, cover your head, breathe through a mask, carry a torch.</li> </ul>
<p><b>FLOOD</b></p> <ul style="list-style-type: none"> <li>▪ Be prepared to get to high ground.</li> <li>▪ Turn off electricity and gas supplies.</li> <li>▪ Do not go into floodwaters alone.</li> <li>▪ Do not go sightseeing.</li> <li>▪ Do not drink floodwater.</li> <li>▪ Move valuables, clothing, food and medicines above likely reach of floodwater if it is safe to do so.</li> <li>▪ Avoid back-flow from drains and toilets – fit bungs or sandbags and weigh down</li> </ul> <p>BE PREPARED GO TO: <a href="http://www.getthru.govt.nz">www.getthru.govt.nz</a></p>	<p><b>STORM EVENT / TORNADOS</b></p> <ul style="list-style-type: none"> <li>▪ Alert others if you can.</li> <li>▪ If you have time tape your windows in an X.</li> <li>▪ Take shelter immediately. A basement offers the greatest safety. If underground shelter is not available, move to an interior room without windows on the lowest floor. Get under sturdy furniture and cover yourself with a mattress or blanket.</li> <li>▪ If caught outside, get away from trees if you can. Lie down flat in a nearby gully, ditch or low spot and protect your head.</li> <li>▪ If in a car, get out immediately and look for a safe place to shelter. Do not try to outrun a tornado or storm or get under the vehicle for shelter.</li> </ul>

**EMERGENCY RESPONSE (ACTIVITY SPECIFIC)**

**If you lose power:** Call the local Power Sub-Contractor immediately.

**If you lose gas supplies:** Call the local Gas Sub-Contractor immediately.

**If you damage a telecommunications cable:** Call 0800 463 896 option 2 immediately..

**In the case of electric shock:**

1. Turn the power source off.
2. To assist the casualty, if the power cannot be turned off, use heavy insulating dry gloves, or something made of rubber, dry cloth or wood to free the casualty.
3. Start resuscitation immediately if breathing is not evident.
4. Leave equipment as is.
5. Notify your Supervisor immediately.
6. Attach an "Equipment Unsafe" Tag to the power source isolating switch.

**In the event of structural collapse or crushing:**

1. Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
2. Call Emergency Services.
3. Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
4. Keep the victim calm and comfortable.

**In the case of chemical exposure: (refer to SDS):**

1. For splashes with acids or alkaline, wash off immediately with copious amount of cold water.
2. For swallowed fluids - do not induce vomiting but seek medical attention immediately.
3. Phone 0800 POISON, (0800 764 766).

## Section 8: Incident Reporting and Investigation

### Reference:

**HS8 – Accident / Incident Register**

**HS8 – Near Miss and Incident Investigation Report**

To ensure timely and accurate reporting and investigation of Unsafe Acts, Near Misses, Injuries and Work Related Illness to assist the Organisation to prevent future injuries and illness, the following basic process needs to be followed:

### Affected Person

1. Any person who observes an Unsafe Act, suffers a Near Miss, Injury or Work Related Illness must verbally report it to the Facility Manager as soon as possible and complete the first page of **Near Miss/Incident Investigation Report** and give it to the Project Manager.
2. If it is an **Unsafe Act**:
  - a) Discuss the behaviour/action with the person concerned.
  - b) Report the Unsafe Act to the Manager.
3. If it is a **Near Miss**:
  - a) Isolate the equipment/area.
  - b) Review Safety Procedures immediately.
  - c) Complete the **Near Miss and Incident Investigation Report**.
  - d) Communicate changes to affected Personnel.
4. If it is **Discomfort, Pain and Injury (DPI)**:
  - a) Report Discomfort, Pain and Injury early to the Manager.
  - b) Review equipment, process, behaviour.
  - c) Communicate changes to affected Personnel.
5. If it is a **Minor Injury**:
  - a) Provide First Aid or assist with visit to Doctor.
  - b) Isolate the equipment/area.
  - c) Review Safety Procedures immediately.
  - d) Communicate changes to affected Personnel.
6. If it is a **Notifiable Event**, the Manager must ensure that the following occurs as required:
  - a) The Health and Safety Administrator is involved in the investigation.
  - b) Medical assistance must be provided to the injured person as required.
  - c) Contact Emergency Services as required.
  - d) Notify the Client (if on a Client site).
  - e) Protect the scene as much as possible (i.e. do not disturb the scene unless it is to prevent further injury or to make it safe). The scene can be released with permission from WorkSafe New Zealand.
  - f) Collect witness statements to the incident.

**Note:** The Project Manager, or Delegate, will notify WorkSafe New Zealand as soon as possible by phone and on the online [form](http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events) ([www.business.govt.nz/worksafe/notifications-forms/notifiable-events](http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events)) within seven-days.

### Manager

Investigate the incident to establish the root cause. Elements to consider are:

1. Are the correct policies/procedures in place?
2. What is the attitude, training, competency or suitability of Workers carrying out the work?
3. What is the suitability and fitness of the plant and equipment being used?
4. Were any of the hazards present listed on the Hazard/Risk Register and the correct controls in place and being used?
5. What is the environmental condition of the workplace at the time of the incident?
6. What organisational support and commitment is present in the workplace?

Prepare step two of the **Near Miss/Incident Investigation Report** and present it to the Health and Safety Administrator.

### Communications

All findings on root causes and preventative actions will be discussed with and communicated to Workers (and Sub-Contractors if required).

### Incident Investigator

The Manager and Health and Safety Administrator for Gulf Harbour Marine Village Residents Association have received training on Incident Reporting and Investigation from the Health and Safety Consultant. The training took the form of a coaching session in the procedure, the principles of Incident Investigation including Root Cause Analysis, and reviewing several scenarios/examples.

The Gulf Harbour Marine Village Residents Association Incident Investigator is GHMVRA Chairman: Warren Eddington. [warren@ghmvra.co.nz](mailto:warren@ghmvra.co.nz)

## CLIENT NEAR MISS / INCIDENT / ENVIRONMENTAL REPORTING REQUIREMENTS

Manager will report incidents to the Committee in the following timeframes:

- |                               |                                 |
|-------------------------------|---------------------------------|
| • Near Miss                   | Weekly                          |
| • First Aid                   | Weekly                          |
| • Medical Injury              | Within 24 hours                 |
| • Medical Injury Serious Harm | As soon as practicably possible |
| • Significant Near Miss       | As soon as practicably possible |
| • Environmental Damage        | As soon as practicably possible |
| • Property Damage             | As soon as practicably possible |

**Notification of a Notifiable Event** Call WorkSafe NZ on 0800 030 040 or complete the online form [here](http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events) ([www.business.govt.nz/worksafe/notifications-forms/notifiable-events](http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events)).



## Section 9: Training and Induction

### Reference:

#### HS9 – Training / Induction Register

Gulf Harbour Marine Village Residents Association will ensure all Workers and Contractors are informed of their own responsibilities and Gulf Harbour Marine Village Residents Association's responsibilities for health and safety at the workplace. All Workers are to participate in a Safety Induction on commencement with Gulf Harbour Marine Village Residents Association. Gulf Harbour Marine Village Residents Association will ensure that their Workers have specific knowledge and sufficient training concerning use of equipment and the management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

If a Worker or Contractor does not have adequate knowledge of the workplace, plant, processes and substances, then they will be supervised by someone who has experience in the relevant area of expertise.

### TRAINING PROCESS

Appropriate training will be provided to ensure Workers are competent to carryout tasks and use equipment within the workplace. This training/competency will be recorded in the Training Register and kept up-to-date.

### INDUCTION PROCESS

All Personnel coming into the workplace (Workers, Contractors and their Workers, Clients and other Visitors) will be appropriately inducted, ensure they wear the correct PPE and are accompanied at the workplace if required. Inductions will be recorded in the Training/Induction Register which will be held at Gulf Harbour Marine Village Residents Association's office.

Example:

Name	Health & Safety Induction	Site Safe Passport	First Aid	SOP Training (Safe Operating Procedures)
	Date Completed	Expiry Date	Expiry Date	Expiry Date
Mary Smith	12/12/2018	21/11/2019	16/05/2019	04/06/2019
Bob Wilson	02/02/2019	10/05/2019	26/07/2019	03/08/2019



## Section 10: Contractor Management

### Reference:

HS10 – Contractor Health and Safety Pre-Qualification Agreement ( Google form)

HS10 – Contractor Activity Matrix

### GULF HARBOUR MARINE VILLAGE RESIDENTS ASSOCIATION'S RESPONSIBILITY

Gulf Harbour Marine Village Residents Association will ensure that:

- Contractors have been pre-approved by Gulf Harbour Marine Village Residents Association. This includes the Contractor satisfactorily:
  - Completing the Health and Safety Pre-Qualification Form;
  - Providing a Safe Work Method Statement (SWMS) / Task Analysis; and
  - Completing the Induction.
- Contractor Safety Plans are project specific and that Gulf Harbour Marine Village Residents Association has approved them before the Sub-Contractor commences work on site;
- Contractors are appropriately trained to work competently and safely;
- Contractors and their Workers receive an Induction before commencing on site;
- Contractors will be required to attend Health and Safety Meetings where possible and provide minutes of Health and Safety Meetings where safety was discussed;
- Gulf Harbour Marine Village Residents Association will monitor Contractor health and safety performance and any non-conformances are rectified in a timely manner;
- Evidence of all Health and Safety Inductions will be recorded in the Induction Section; and
- Contractor details including submissions and ongoing performance will be recorded in the Contractor Activity Matrix.

Support: 0800 023 789 or [info@allaboutpeople.co.nz](mailto:info@allaboutpeople.co.nz)