



A K Electrical Ltd

Health & Safety Information

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1 H&S Policies & Procedures

In accordance with the current NZ legislation, A K Electrical Ltd has a Health and Safety Policy which includes a commitment to comply with relevant legislation and demonstrates a commitment to establish measurable objectives and targets to ensure a continuous health and safety improvements and is aimed at eliminating injuries and illnesses.

A K Electrical Ltd also has additional health and safety policies and procedures to cover activities-related risks and return to work. All employees and contractors working for A K Electrical Ltd must follow A K Electrical Ltd policies and procedures.

Employee involvement in the development, implementation and review of policies and procedures is an important aspect of Health and Safety and a legal requirement. Employees are welcome to give policy feedback to improve any existent policy.

A K Electrical Ltd Health and Safety Policy

A K Electrical Ltd focuses on continuous health and safety improvement and is committed to ensure full compliance with the Health and Safety at Work Act 2015, the Health and Safety at Work Regulations 2016 (various) including the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016 and any other relevant standards, guidelines or legislative instruments relevant to our operation and activities.

To meet this commitment and the objective to eliminate workplace injuries and illnesses, A K Electrical Ltd will provide staff, contractors, volunteers, visitors, members of the public and significant others safe working conditions in all sites controlled by the company.

To successfully and efficiently achieve this objective, A K Electrical Ltd will:

- Encourage communication and consultation between management, staff, contractors, health and safety representatives and/or committees to promote and ensure safe working practices in the workplace
- Conduct periodic health and safety meetings and toolbox meetings
- Provide appropriate training for employees, from senior management to general employees, volunteers and casual staff
- Ensure an effective hazard management and risk control process to provide a safe working environment and to protect any others that may be affected by A K Electrical Ltd activities
- Ensure all staff are committed to health and safety and aware of their duties and responsibilities
- Report and record all workplace accidents, incidents and notifiable events
- Support and promote a safe return to work, when possible, to support any injured person through appropriate treatment and active rehabilitation
- Appoint a health and safety committee and health and safety representative according to the current legislation
- Perform annual reviews of health and safety performance
- Review all health and safety systems, policies and procedures at least once every calendar year

Signature: _____ Date: _____

for and on behalf of A K Electrical Ltd

Review date: November 2018

In addition to the H&S Policy A K Electrical currently has in place the following policies and processes:

- Alcohol and Drugs Policy
- Undesirable Behaviour and Bullying Policy and Procedures
- Driving Requirements and Care of Vehicle Policy
- Sun Safety Policy and Procedures
- Visitors and Contractors Policy
- Reporting of Accidents and Incidents Policy and Procedures
- Personal Protective Equipment Policy and Procedures
- Environmental Policy
- Safe Work Policy
- Working Alone or in Isolation Policy and Procedures
- Confined Spaces Policy and Procedures
- Hot Work Policy and Procedures
- Asbestos Policy and Procedures
- Working at Heights Policy & Procedures
- Hazardous Waste Disposal Policy & Procedures

If you request any of the above policies or procedures, please contact Bobby Elliott.

2 Hazard and Risk Management

A K Electrical Ltd aims to establish, implement and maintain documented procedures for hazard identification, hazard and risk assessment and control considering its activities, products and services as well as contractors and suppliers' products and services.

A K Electrical Ltd has developed a methodology for hazard identification, risk assessment and control aiming to eliminate work-related injuries and illnesses.

As with any management system, the A K Electrical Ltd Hazard Management System is periodically reviewed in its entirety to ensure its effectiveness.



Responsibilities

All parties are involved in the risk and hazard management process and know their duties.

Managers and senior staff are responsible for:

- Providing the necessary training for hazard identification
- Engaging specialists for advice when needed
- Encouraging worker participation and engagement
- Implementing the hazard management process, identification, controls and evaluation.

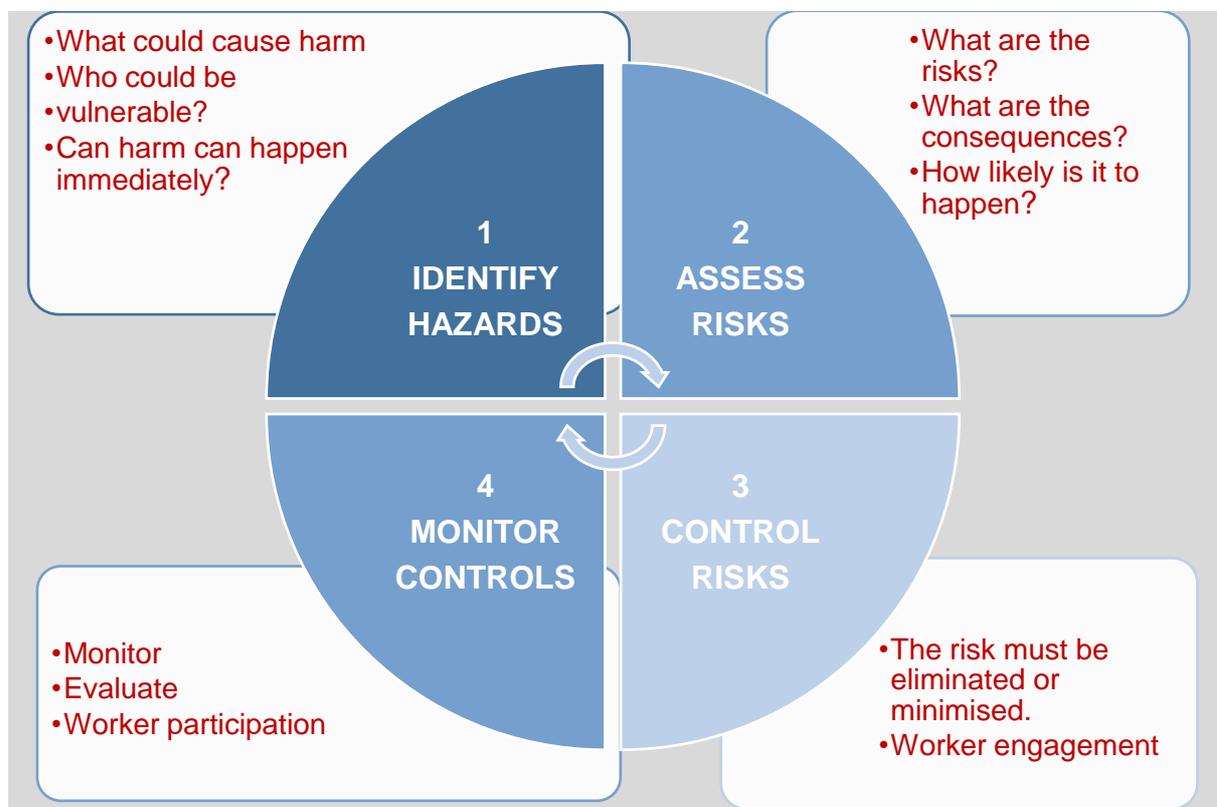
Staff members are responsible for:

- Participation in the process, reporting hazards and ineffective controls and raising any concerns.

Contractors and Visitors are responsible for:

- Ensuring their actions will not cause any harm to themselves or others and reporting any hazard or risk that they may encounter or identify.

A K Electrical Ltd Hazard Management System



Hazard Management and other H&S Systems

A K Electrical Ltd Hazard Management System's systematic approach is linked to other management systems.

Related systems are:

- Training of personnel (including First Aid and hazardous activities)
- Incident and Accident Reporting – any new hazards are to be entered in to the register
- Contractor Management – contractors must be aware of hazards and not create new unnecessary hazards

First Aid – First Aid needs relate to the level of hazards in the workplace, and this determines First Aid kit contents and number of kits.

Task Analysis and SWMS

Some tasks performed require a task analysis or SWMS to identify all potential hazards to eliminate or minimise the risk of harm.

A task analysis or a SWMS is completed for all hazardous tasks as it will ensure workers are safely doing the task.

A K Electrical Ltd develop T/As and SWMS in conjunction with the people doing the task and when necessary engages an experienced consultant to assist.

The hazardous task is broken down into steps, and the appropriate controls are implemented for each step.

The above processes help to identify previous undetected hazards and increase job knowledge of the task.

To develop the above documents A K Electrical Ltd observes the following steps:

- 1 Risk assessment of the job
- 2 Breakdown of the task into a sequence of steps
- 3 Identification of potential harms of each step
- 4 Determine preventive measures to overcome each hazard
- 5 Re- assessment of the risk rating to ensure it is down to an acceptable level

3 Accident / Incident Management

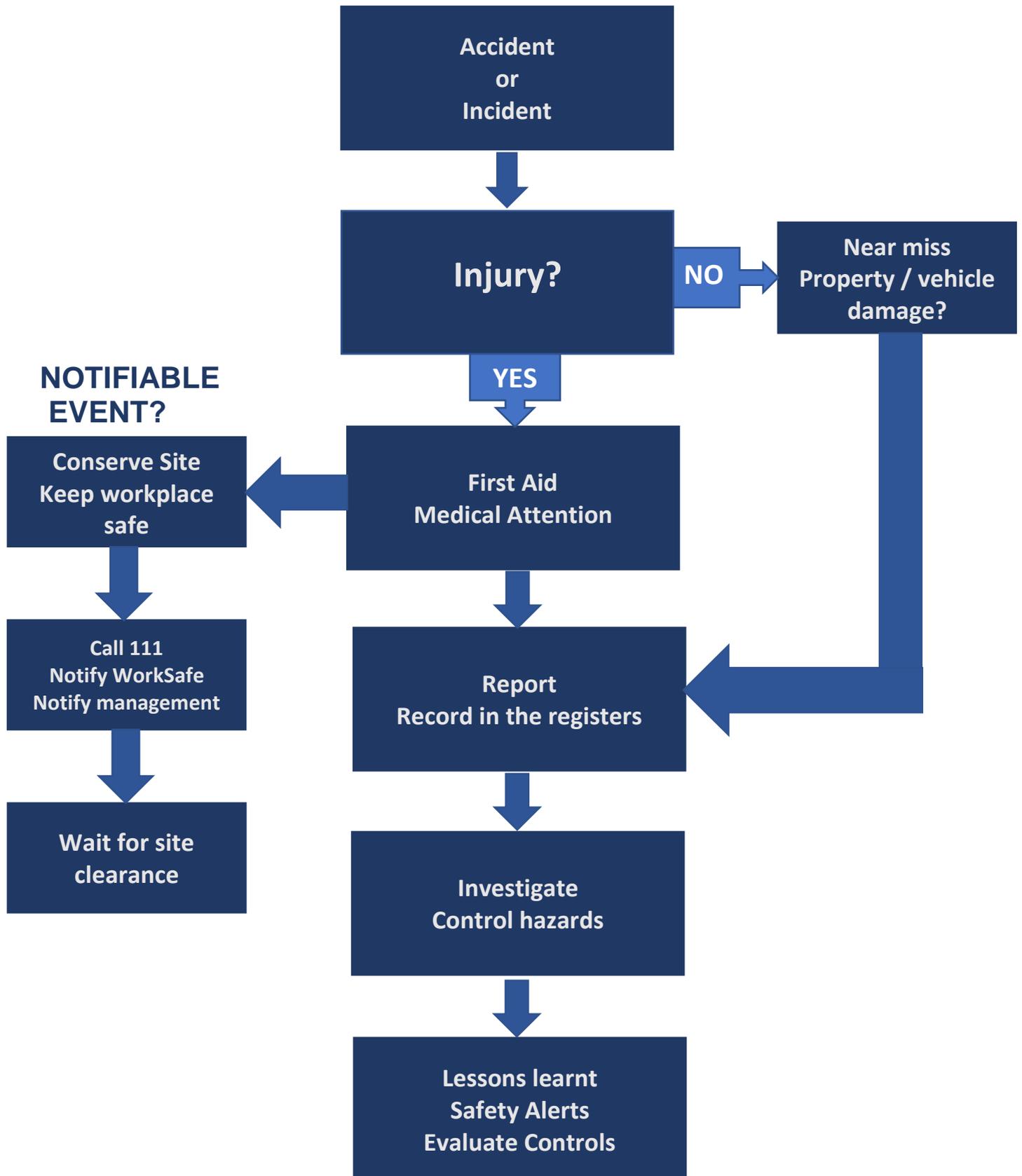
A K Electrical Ltd goal is to develop an effective accident and incident prevention programme. A K Electrical Ltd has implemented an effective Hazard and Risk Management System, although accidents and incidents still may happen.

In case of an accident or incident, A K Electrical Ltd will:

- Investigate accidents and incidents and implement any necessary changes in procedures resulting from investigations
- take all the appropriate corrective and preventative actions to ensure harm in the workplace is eliminated or minimised

A K Electrical Ltd Accident/Incident Management System objectives are to:

- Record accidents and incidents efficiently and promptly
- Respond to and take action to minimise any harm caused by incidents
- Investigate and act on failures of systems, procedures and processes
- Initiate and complete corrective and preventative actions
- Evaluate and monitor the results



Definitions

Accident: an unforeseen and unintended event that results in injury or property damage.

Incident: an unforeseen or unintended event which could have resulted in injury or damage.

Notifiable Event: a serious accident that results or could have resulted in the death of a person or serious illness or injuries, or an incident that exposes any person to a serious risk of harm to health or safety arising from immediate or imminent exposure and needs to be notified to WorkSafe.

Procedures

A K Electrical Ltd requires incidents and accidents to be reported as soon as practicable, or within 24 hours of their happening according on how serious the event was, a serious accident or incident must be notified immediately to a senior staff member.

A K Electrical Ltd will ensure that all reported accidents and incidents are investigated, related hazards are registered in the Hazard Register and when required corrective controls will be implemented, monitored and evaluated.

Investigations will consider the following; staff behaviour, organisational procedures, level of training provided by the organisation, supervision of staff, equipment and materials available for the task and the work environment to determine what could be related to the accident or incident and what needs to be reviewed.

Responsibilities

Staff members responsible for informing senior management of a work-related accident or incident as soon as possible, reporting the event and co-operating with investigations if necessary.

Senior staff members responsible for taking all practicable steps to ensure workers are aware of A K Electrical Ltd procedures for reporting events or work-related illnesses; ensuring events are reported properly; ensuring hazards related to events are registered in the Hazard Register and in case of a notifiable event WorkSafe is notified as soon as possible and the site is preserved.

The site can only be re-open by a WorkSafe inspector or police officer, Exceptions are:

- assisting an injured person
- removing a deceased person
- making the site safe or minimising the risk of a further accident or incident.

Senior staff are also responsible for conducting investigations within their areas of responsibility, taking corrective or preventative actions and monitoring implemented controls.

Contractors are responsible for ensuring that any accident or incident they are aware of is reported, and for cooperating with any investigations.

A K Electrical Ltd will ensure that accidents and incidents are communicated to staff and significant others when necessary as a preventative matter.

All information relating to any person involved in an accident or incident or who is cooperating with investigations will be treated as confidential in accordance with the Privacy Act 1993.

In the event of a Notifiable Event, A K Electrical Ltd will:

Step 1: Preserve the site

The site of a notifiable event is not to be disturbed until authorised by an Inspector.

Exceptions are if the disturbance is:

- to help an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risks of a further notifiable event
- by or under direction of a police officer

Step 2: Notify the regulator

This notification must be done even if emergency services attend by the fastest means possible given the circumstances.

If there are multiple PCBUs involved in the work, one PCBU should be nominated to notify the regulator. However, all PCBUs are responsible for ensuring a notification is made.

Step 3: Keep records

A K Electrical Ltd will keep records of notifiable events for at least five years from the date the regulator was notified about the event.

4 Emergency Readiness and First Aid

A K Electrical Ltd has fully trained First Aiders and emergency readiness procedures.

First Aiders

First Aiders:

- Bobby Elliott
- Paul Holland

In the event of A K Electrical Ltd being responsible for any person with disabilities or special needs their medical and First Aid needs will be covered.

When employees are working work remotely, A K Electrical Ltd ensures they have adequate and portable First Aid provisions and emergency contacts.

Emergency Planning

A K Electrical Ltd emergency plan identifies potential emergency situations and responses.

Emergency procedures

Emergencies that could affect us.

A K Electrical Ltd has identified the following emergencies that could affect the workplace and has an emergency procedure for each of them:

- Serious injuries / medical emergencies
- Fire and explosions
- Earthquake
- Tsunami
- Electrocutation
- Bomb threat

Communicating emergency information

A K Electrical Ltd provides training, meetings, emergency drills and signs to ensure all staff are aware of emergency plans and procedures.

A K Electrical Ltd Emergency Plan and Procedures

Fire
Do not attempt to extinguish the fire, exit through the nearest exit, follow the fire warden instructions, call the fire brigade on 111 from a safe place if not called yet, stay in the assembly area until the all clear is given.
Tsunami
After an alarm is raised by the Ministry of Civil Defence do not go to the coast, stay away from streams and rivers and move inland to high ground
Volcanic Eruption
Listen to the radio for information and advice, conserve water and supplies, stay inside, if you must go outside wear a mask and goggles, avoid going to basements and confined spaces, turn off electricity and gas at the mains if possible.
Earthquakes
Take cover under a table, door frame or a strong piece of furniture, turn off water, gas, and electricity. If the building is damaged, try to go outside to an open space if possible
Medical Emergency
Do not move the victim unless you are trained to do so, or it is necessary to avoid further injury. Call an ambulance if required, and a First Aider can assist during the meantime.

Off Site Emergency Management

When working off site the minimum aspects below will be cover and discussed with the main contractor:

Emergency Plan Content
A specific procedure for each emergency that relates to the site and related tasks is developed.
This ensures that specific site needs are addressed and discussed either on pre-start or toolbox meetings, as per main contractor's requirements and induction or as the need arises.
Emergencies will be addressed by trained and / or senior staff members.
Emergency contact details for nearby suitable emergency services providers are supplied to all A K Electrical Ltd employees.
Staff undertaking emergency procedures, rescue and first aid are trained and competent

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PPE and any other required equipment are provided for the tasks being undertaken

Accidents and incidents procedures will be followed as agreed with main contractor

A K Electrical Ltd Emergency Procedures for Lone Workers

A K Electrical Ltd has processes in place to ensure the safety of lone and isolated workers, their location is known by management at all times.

Mobile phones are used for a check in / out system.

Staff working alone or in isolation will follow A K Electrical Ltd Working Alone or in Isolation Policy and Procedures

Additional documents that may be provided in conjunction with this documentation can include, but not limited to:

- Task Analysis
- Substance Register
- Work Permits
- SSSPs
- SOP
- SWMS

For any further inquires please contact Bobby Elliott on 021 130 7309