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Issue Date:
Review Date:

KSM
KARM SAFETY MANAGEMENT

MEMBERSHIP

SAFETY PLAN

MASTER ELECTRICIANS

2025

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About the document creator:
Karm Safety Management Ltd, Director + Principal Health & Safety Partner Mark Gummer has partnered with Master Electricians. With over 10yrs lived experience and knowledge in the sector and more across the Emergency Service, Logistics and Contract management.

He is a Registered Health Safety Profession with HASANZ, holds a Diploma in Business, Management Practice Management, Workplace Health & Safety Management, Site Safe Certificate in Construction Site Safety, Professional Member of NZISM.

APPROACH - Health, Safety & Wellbeing for members

Supporting Safe, Compliant and Healthy Workplaces

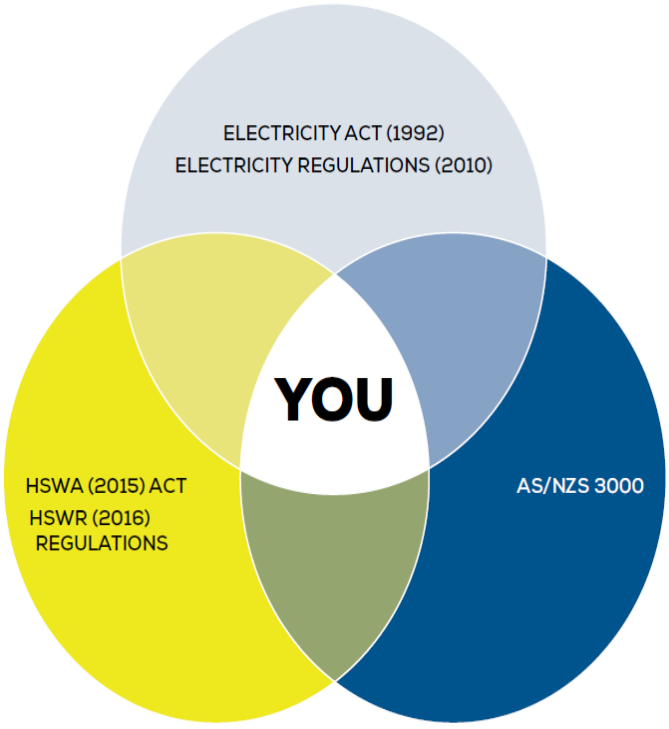
Purpose

This Health and Safety Plan outlines expectations and describes how **(COMPANY)** will apply health and safety practices at every workplace to ensure that employees and contractors return home at the end of the day free from harm and injury.

Health and safety is everyone's responsibility. The Company expects that everyone acts in a safe, considerate manner and encourages input from everyone on ways to improve its health and safety behaviours and culture.

Scope

This plan is applicable to the Company's projects, operations, and services it provides how each worker must address their responsibility and accountability for the various processes and procedures that support the management of quality, health, safety, and environmental considerations of the Company



HEALTH & SAFETY STRATEGY STATEMENT

(**COMPANY**) is committed to truly engaging with our workers to ensure a consistently safe and healthy place of work and compliance with the Health & Safety at Work Act 2015 (regulations and any amendments).

Our strategy to achieve this is founded on THREE key principles:

1. Our People as the Solution, Not the Problem

- Acknowledge that our people are adaptable, skilled, and integral to the safety of the workplace.
- Empower workers to take ownership of their safety and the safety of their colleagues, ensuring that they have the tools and support including focused mindset to work safely.
- Trust our people to make safe decisions and be proactive in their safety responsibilities.
- Place workers at the centre of decision-making processes, ensuring their voices are heard and considered in all safety-related matters.

2. Focusing on the Presence of Positives in Health and Safety

- Understand the conditions for success and learn from incidents to continually improve safety practices.
- Encourage workers to challenge existing practices and innovate solutions to improve safety outcomes.
- Identify, assess, and manage critical risks to minimize potential harm.

3. Health and Safety as an Ethical Responsibility

- Ensure that our health and safety systems serve as tools to empower our workers to create a safer environment.
- Share and consider everyone's perspectives, experiences, and suggestions to build a culture of mutual respect and continuous improvement.
- Delegate authority to those performing the work, enabling them to make decisions that improve safety on the job.

We are committed to, as far as reasonably practicable, eliminating risks and maintaining a safe and healthy work environment for all workers, contractors, and visitors. We are dedicated to continuous improvement in health and safety by setting annual objectives, fostering engagement, and promoting innovation and improvements in workplace safety culture and behaviour.

We are fully committed to consulting with workers on all health and safety matters, ensuring their input is integral to decision-making. Workers will be involved in identifying and assessing hazards, and we will take a collaborative and proactive approach to eliminating or minimizing risks through changes in safe work practices. Both management and workers will actively participate in the accurate reporting, recording, and investigation of incidents to reduce the likelihood of recurrence via corrective actions and lessons learned

All workers, whether experienced or not, will be appropriately trained and/or supervised until they demonstrate competence in the tasks they perform, emergency procedures, work procedures, and job-related hazards and risks.

Ongoing health and safety support will be provided through our Health & Safety Partner and our Health and Safety Management System. No worker shall knowingly place themselves, their colleagues, clients, or the public in a hazardous or at-risk situation that could cause harm or property damage through action or inaction.

The Health and Safety strategy, procedures and workplace rules will be reviewed and updated annually to ensure all systems and policies are effective, relevant, and current.

Director: …… Date: ……..

01. MANAGEMENT COMMITTMENT

(Company) is committed to providing and maintaining a healthy and safe working environment for all employees, contractors, the public and visitors. We commit to the continuous and ongoing improvement of our health and safety systems and will comply with the requirements of New Zealand's legislation.

This commitment applies to **(Company)** in all its operations and functions including those situations where employees are required to work at worksites controlled by others.

As a PCBU, we will ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by our work. This is called the primary Duty of Care.

Management will ensure that all team members – employees and contractors are fully trained and competent in the tasks they are expected to perform. Any tasks that trainees/apprentices have not been fully verified as trained and competent to execute, will be supervised and coached by an experienced mentor.

We will also provide all workers with plant and equipment in good working order, having been routinely inspected and maintained via a structured maintenance plan.

Should any worker become injured during their course of work, the Management Team will support the individual's recovery to their return of full working duties.

DOCUMENT CONTROL		
Document Author  Health & Safety Partner	**Document Owner** Director	**Duration** **Issue Date** **Expiry Date**

02. PLANNING, REVIEW & EVLAUATION

We maintain this documented Health & Safety Management System which includes key policies, procedures and evidence of our activities.

Our Leadership Team reviews our work, health, safety (H&S) performance to assess the current relevance, completeness and effectiveness of our H&S Management System.

When appropriate, external organisations will review/audit our H&S Management System as part of their requirements and/or provide feedback to us on how we can improve how we manage workplace health and safety.

Area to review	Review month	Last reviewed
1. Management Commitment	February	
2. Planning Review & Evaluation	March	
3. Risk Management	April	
4. Incident Management + Reporting + Investigation	May	
5. Training + Supervision	June	
6. Employee Participation/ Engagement	July	
7. Emergency Planning + Preparedness	August	
8. Contractor Management	September	
9. Health & Wellbeing	November	

(Company) develops and implements quality policies and procedures.

All employees are responsible for the quality of their work, as it contributes to the quality of the Company products, services, organisational environment, reputation and health & safety outcomes.

Managers and site supervisors ensure every team member is appropriately trained, has access to tools and resources, and can implement corrective actions when required. Opportunities to improve existing policies, processes, procedures and instructions are actively sought and taken.

Executive planning strategies are communicated to the employees through management, staff, and company meetings.

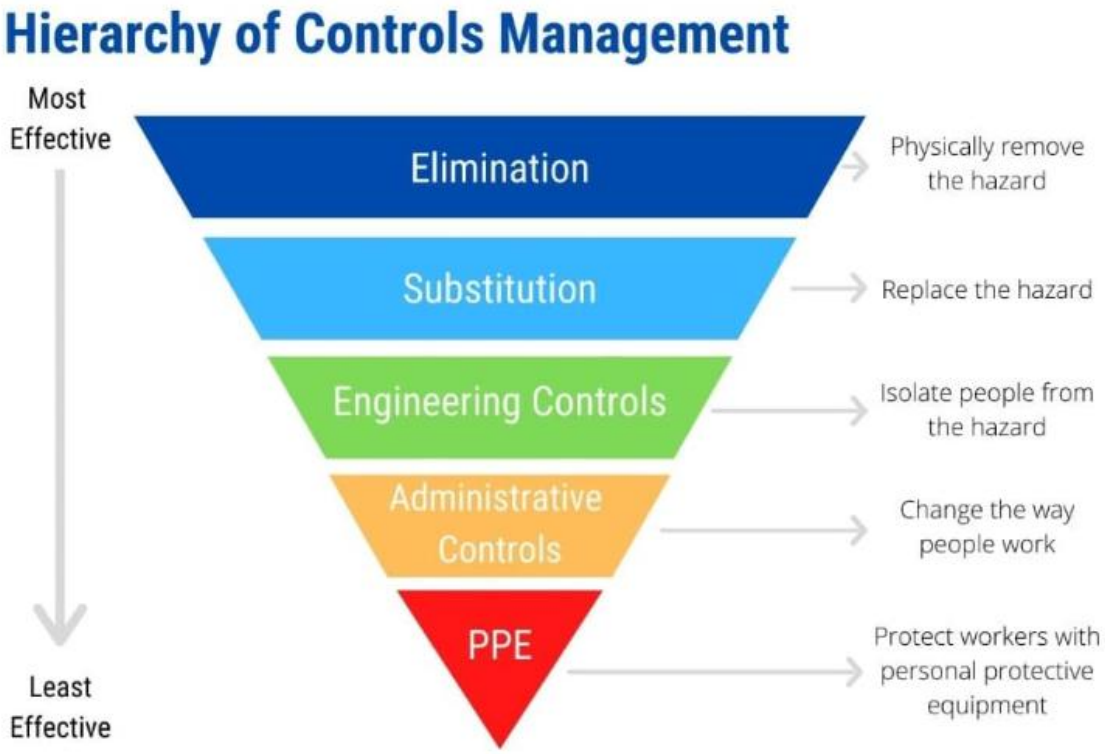
03. ROLES & RESPONSIBILITIES

Everyone at **(COMPANY)** is accountable and has ownership for ensuring safe and healthy workplaces. In addition to general responsibilities to ensure our key WHS activities, we have identified positions that are responsible for reviewing and improving specific WHS activities within our WHS Management System.

Responsibility of overseeing	Who	Review frequency
H&S Management System	Management	Annual
Legislative Requirements	Management	Annual
Consultation & Engagement	Management	Annual
Safe Work Procedures & Risk	Management	Annual
Worker Education	Management	Six months
Worker Supervision requirements	Manager/ Site Supervisor	Six months
Training needs assessment	Manager/ Site Supervisor	Six months
All Safe Work Procedures	Team	Annual/ongoing for individual procedures
Workplace Monitoring	Manager/ Site Supervisor	Six months
Contractor Inductions & Performance	Manager/ Site Supervisor	Six months
Worker Monitoring	Manager	Annual
Incident Investigations/ Close Out	Site Supervisor and Worker(s)	Six months
Workplace/ Site Inspections	Manager	Annual
Plant & Equipment checks	Workers	Six months
Worker Performance	Manager	Annual
Emergency Procedures	Manager/ Site Supervisor	Six months
Maintaining Records process	Management	Annual
Workers Injury Management and Return to Work process	Management	Annual

04. RISK MANAGEMENT

The Hierarchy of Controls System is an effective tool to manage risks and select the most effective control measures so far as is reasonably practicable, to minimize the risk



The first step is to try to eliminate the risk from the hazard. If this is not reasonably practicable to do, the risk should be minimised so far as is reasonably practicable.

1). Hazard ID: Identify the hazard. All hazards associated with the task or work environment are to be identified prior to work start.

2) Risk Assessment: Assess risks. Consider what could happen (consequence) if someone is exposed to a hazard and the likelihood of this occurring. Such factors as frequency and length of exposure, environment, people's behaviour and limitations should be taken into account. Use the risk matrix below to determine the risk score associated when working with or near the hazard.

	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Medium	Medium	High	Extreme	Extreme
LIKELY	Low	Medium	High	Extreme	Extreme
POSSIBLE	Low	Medium	Medium	High	Extreme
UNLIKELY	Low	Low	Medium	Medium	High
RARE	Low	Low	Low	Medium	Medium

Where the risk score identifies an extreme or high risk (unknown risks are deemed to be extreme) record the hazard and the appropriate risk control measure planned to reduce the risk to as low as reasonably practicable. If that is not possible, do not carry out the task or enter the environment until a satisfactory solution can be found.

Risk Controls: Purpose

This Health and Safety Plan outlines expectations and describes how **(Company)** will apply health and safety practices at every workplace to ensure that employees and contractors return home at the end of the day free from harm and injury.

Health and safety is everyone's responsibility. The **(Company)** expects that everyone acts in a safe, considerate manner and encourages input from everyone on ways to improve its health and safety behaviours and culture.

SCOPE

This plan is applicable to **(Company)** projects, operations, and services. it provides how each worker must address their responsibility and accountability for the various processes and procedures that support the management of quality, health, safety, and environmental considerations of **(Company)**

. Risks are controlled as per the hierarchal risk controls where elimination is the first choice followed by substitution, isolation, and engineering methods.

Safe Work Procedures/SWMS (safe work method statements) can be referred to for known risks provided the controls are relevant and appropriate.

For unknown and emerging risks, consult and determine control measure(s) ideally as a team. Ensure the agreed controls are listed on the Daily Prestart Form and all members

of the work party are informed of the necessary requirements. If appropriate, a new SWMS can be created to address the new hazard/s.

For all Safe Work execution, Personal Protective Equipment (PPE) is to be worn.

(Note – PPE is always the last line of defence as a risk control).

Risk Review: Review Measures

A regular review with key stakeholders of control measures post task/environment must be implemented to ensure they remain effective. They should also be reviewed after an incident involving the task/environment, when a new hazard is identified, when concern is raised, or any other changes that may impact on their effectiveness.

When using the hierarchy of controls to minimise risk, take one or more of the following actions that are the most appropriate and effective, considering the nature of the risk:

- substitute with a lower risk activity, safer tool, piece of plant or substance
- isolate the hazard/preventing people from coming into contact with it
- apply engineering control measures

If, after applying these higher order control measures a risk remains, minimise further by putting administrative control measures in place.

Finally, if a risk remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

PPE should not be the first or only control measure considered. WorkSafe expects PCBUs to give preference to other control measures that protect multiple at-risk workers at once.

All risky activities must have a Task Analysis (TA), Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS), prepared prior to commencing the activity, discussed with all members of the work group to ensure hazards have been identified and controlled.

TA/JSA/SWMSs are excellent planning tools that ensure all risks and controls are identified - and help improve productivity by ensuring the right people, plant and processes are ready when you need them.

TA/JSA/SWMSs should be created by the Supervisor in conjunction with the workers to describe key steps on how you plan to do the job safely. Prove that you are managing risk. TA, JSA, SWMS should be signed by each worker to confirm that they understand and will implement the agreed controls.

SWMS should be used for the following activities:

- Risk of falling more than 2 meters
- Work on or near energized electrical installations or services
- Work in area that contains flammable substances
- Workplaces that involve elevated mobile plant
- Workplaces that contain asbestos
- Work that requires use of hazardous substances
- Working near water

WORKER ENGAGEMENT, PARTICIPATION, AND REPRESENTATION

PCBU's must involve workers and their representatives in work health and safety matters..

PCBU's have two duties when it comes to worker engagement:

- to engage with workers on health and safety matters that may directly affect them, so far as is reasonably practicable.
- to have practices that give workers reasonable opportunities to participate effectively in improving health and safety on an ongoing basis (these are known as worker participation practices).

A healthy and safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about any health and safety concerns, and works together to find solutions.

The Company will seek the views of workers and their representatives as we confirm how to deal with the work risks, while discussing lessons learned from past jobs/incidents and undertaking Toolbox Talks/further health and safety training.

Workers can provide technical and operational knowledge on identifying, assessing, and eliminating/ minimising risks at any time. To obtain objective, detailed and comprehensive feedback, involve workers with a range of knowledge and experience.

Hazard Reporting - This would typically be via your health and safety managements system, whether cloud based or manual format.

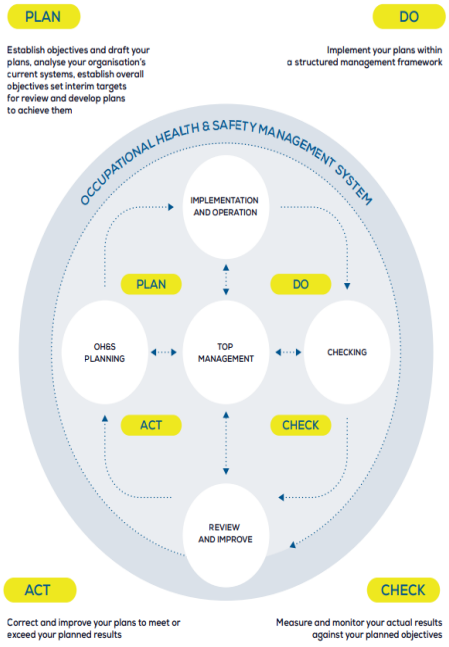
THE PLAN-DO-CHECK-ACT CYCLE

(INVOLVING THE WORKPLACE HEALTH & SAFETY MANAGEMENT SYSTEM)

WorkSafe encourages PCBUs to use the PLAN-DO-CHECK-ACT approach to assess, manage and monitor work risks. When you follow this cycle, you will be able to effectively manage and continually improve your organisation's effectiveness.

Establish objectives and draft your plans

- analyse your organisation's current systems
- establish overall objectives
- set interim targets for review
- develop plans to achieve them
- implement your plans within a structured management framework
- correct and improve your plans to meet or exceed your planned results
- measure and monitor your actual results against your planned objective



S.T.C.K.Y
Play the Energy Wheel video

The CHASNZ Energy Wheel is a practical safety tool developed by Construction Health and Safety New Zealand (CHASNZ) to help identify and control high energy hazards—also referred to as S.T.C.K.Y. hazards ("Stuff That Can Kill You") on work sites.

More recent thinking has us challenging the Status Quo – especially the dynamic nature of workplaces today.

What is a High Energy Hazard?

A high energy hazard is defined as any hazard that:

- Exposes a person to 1,500 joules or more of energy
- Exceeds workplace exposure limits for health hazards
- Has the potential to cause serious injury, illness, or death

Control Strategies

Direct Controls: Must meet three criteria:

- Specifically target the high energy hazard
- Effectively mitigate the hazard when properly used
- Remain effective even if human error occurs during work

Alternate Controls: Include training, PPE, signage, SOPs, and temporary barriers. These are not substitutes for direct controls but may be necessary when direct controls are unavailable.

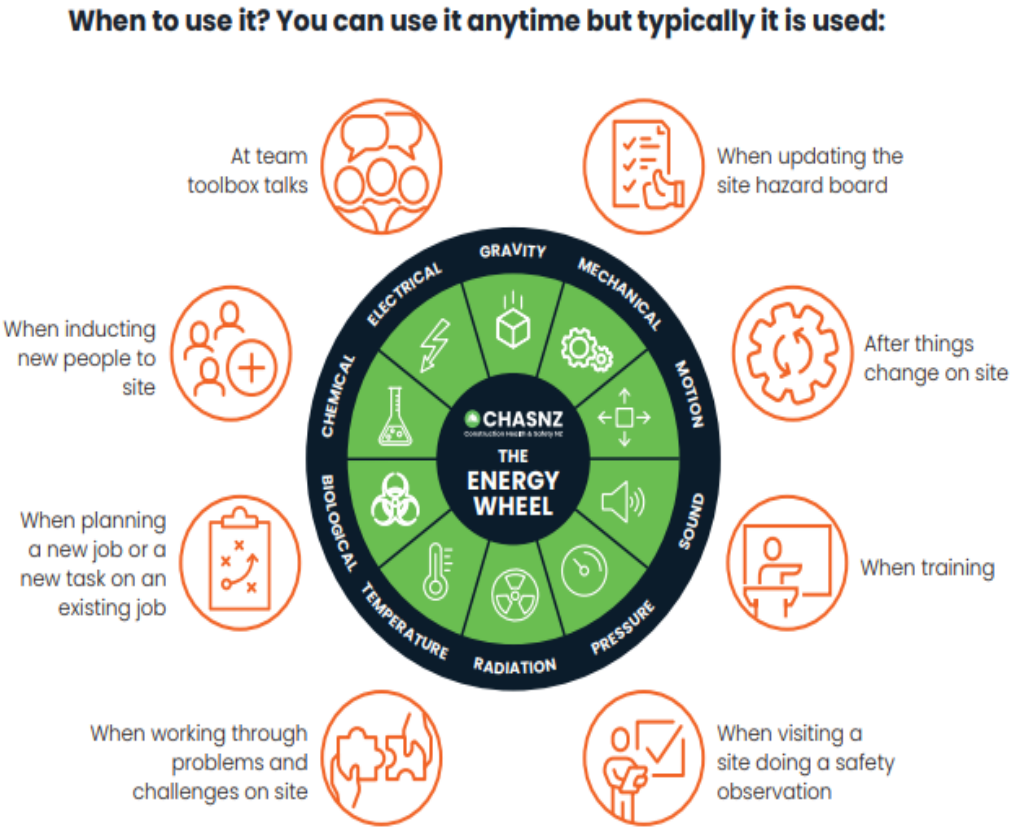
CHASNZ provides a suite of downloadable tools to support implementation:

- Pocket guides + videos explainers
- Toolbox talks
- Hard hat and hazard board stickers
- Detailed hazard guide

CRITICAL RISK - STKY's, Stuff that Will Kill You

CRITICAL RISKS

The (COMPANY) considers Critical Risks as a priority to manage proactively.



CHASNZ Energy Wheel – High Energy Hazards Overview

NON-CRITICAL RISKS

Less high energy, less likely to kill, however they still need to be managed.

WORKING WITH ELECTRICITY

AS/NZS 4836:2011 Safe working on/or near low-voltage electrical installations and equipment, outlines principles and procedures of safe work, organization and performance on or near low-voltage electrical equipment.

Provides a minimum set of procedures, safety requirements and recommendations for a safe working environment on or near electrical installations or systems. All workers should familiarize themselves with this standard.

These support workers when working by promoting a healthy and safe workplace culture within the organisation.

To ensure that wherever practicable (**COMPANY)** employees only work on isolated circuits and/or de-energised equipment.

Lock out/Tag Out (LOTO) procedures are to be completed before any service or maintenance work is undertaken on equipment or machinery, or before working on an energy source which poses a hazard to the employee.

Failure to follow the proper lockout-tag out procedures may result in disciplinary action.

Each LOTO will follow the general process listed below.

- LOTO will follow the specific instructions for each piece of equipment/machinery to identify, disconnect, isolate, lock out and verify the lock out of the appropriate energy sources.

- Ending LOTO – follow the general LOTO re-energisation process, using the specific instructions for the equipment to activate energy sources.

WORKING @ HEIGHT

Working at Heights the (**COMPANY)** must ensure:

- eliminate or, where this is not practicable, minimise the risk of persons working at height; and
- comply with legal and industry standards for working at heights.

Working at Heights applies to work locations including, but not limited to:

any structure or plant;

- power poles/pole top work, monopoles;
- supports carrying live electrical equipment/apparatus at any voltage;
- cable trays, ladder rack, lattice towers;
- commercial and residential rooftops (stable, fragile or brittle);
- scaffolding – mobile or fixed(birdcage);
- elevated work platforms + ladders
- man cages;

Anything over 1m from the ground can cause harm, therefore controls need to be applied.

Any work at heights >5m, must be notified to WorksafeNZ prior to work starting.

ASBESTOS & RCS AWARENESS

ACM

Definition – Asbestos Containing Materials (ACM) – Contained in most building materials prior to 1985

Because of the stigma of the word ‘asbestos’ and the fact it makes everyone nervous it is often referred to as ACM so as to avoid the fanfare.

Grades of Asbestos

'Friable' asbestos can be in powder form, or able to be crumbled, pulverised or reduced to powder by hand pressure when it is dry. This is generally regarded as the more hazardous form of asbestos.

'Non-friable' is usually safer than friable asbestos because the asbestos fibres are bonded into the matrix of other material products. However, non-friable asbestos can become friable if it is disturbed or manipulated.

RCS

Definition – Respirable Crystalline Silica is found in sand, stone, concrete and mortar.

It is also used to make a variety of products, including engineered stone for kitchen and bathroom benchtops, bricks and tiles.

Respirable crystalline silica (RCS) is generated in workplace mechanical processes such as crushing, cutting, drilling, grinding, sawing or polishing of natural stone or man-made products that contain silica.

RCS can penetrate deep into the lungs and can cause irreversible lung damage.

With any Silica based materials, treat in similar manner (water-based control of dust etc).

Again this is a long term illness from repeated exposure to RCS

06. HAZARDOUS SUBSTANCES

On 1 December 2017, the rules around managing hazardous substances in the workplace transferred from the Hazardous Substances and New Organisms Act (HSNO) to the Health and Safety at Work (Hazardous Substances) Regulations 2017.

You can find out more about what is changed and how it might affect you on the WorkSafe New Zealand website.

WorkSafe has developed an emergency management flipchart as a template for an emergency response plan. This will help you document your processes for a range of potential emergencies in your workplace.

All chemicals and substances introduced to site must not be used unless accompanied by a Safety Data Sheet (SDS)

The responsible management will ensure that the use of these products will not be harmful to those workers handling such, or the environment, that the correct procedures for use are observed and the appropriate type of protective equipment is provided and used.

If it is not possible to safely use any substance or there is a doubt about SDS information, then the substance must not be used until the correct information is available, or an alternative sought.

Solvents

Wash down solvents shall be returned to the Dangerous Goods Store. Bulk solvents shall be stored in the Dangerous Goods store/ area.

REACTIONS

- Risks
- Pollution
- Fire
- Explosion

Damage to health from poisonous gas, radioactive substances, burns to skin, etc.

There shall be a list of all hazardous substances kept, notating what each substance is used for and regularly maintained by the Supervisor/Manager.

Chemicals or substances must not be used unless accompanied by a Safety Data Sheet.

Follow suppliers' instructions as set out on the Safety Data Sheets. Do not smoke or consume food whilst working with chemicals.

Store properly, away from food locations (e.g. portable lunchrooms) and keep secure so that the chemicals are safe from young children. Use the appropriate type of protective equipment.

Workers are NOT to use hazardous substances unless they are suitably trained in their use or are under direct supervision during application.

Where appropriate employees will be advised of the procedures to be followed if spillage, etc., of hazardous substance occurs.

07. INCIDENT MANAGEMENT, REPORTING & INVESTIGATION

Accidents and incidents may indicate the control of hazards have not been effective.

The main purpose of accident and incident investigation is to identify the immediate and underlying causes, implement changes e.g. altering or making a new step in a process, providing further training where required and improving the health and safety management system to prevent a recurrence.

Reporting

Timeframes:

- Minor incidents should be reported to (who) within 24 hours.

- Accidents and incidents should be reported to (who) a Manager/H&S Partner via phone as soon as practical after they occur.
- For high-risk incidents including injury/damage to people, plant/equipment, customer property and the environment – notification to (who) Manager/HS Partner should occur within 1 hour. The exception, is if the incident is notifiable to WorksafeNZ – see below.

Preserve the site (only high risk incidents/accidents)

The site supervisor is responsible for reporting all events and shall ensure external statutory reporting is completed. This includes but is not necessarily limited to:

- Health and Safety at Work Act and associated Regulations
- Electricity Act and Electricity Regulations
- Resource Management Act
- Accident Compensation Act.

The site supervisor shall complete a moderate risk report for any externally reported event. using the Incident Report form.

Notifiable Events (WorksafeNZ)

Under the Health and Safety at Work Act 2015 (HSWA) **you must notify** WorkSafeNZ when certain work-related events occur. i.e. Death, Serious injury or illness requiring the worker to be admitted to hospital for a length of time.

1. Notifiable Events

- These include any of the following arising from work:
- Death
- Notifiable injury or illness
- Notifiable incident

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2. Notifiable Injuries or Illnesses

These are serious work-related injuries or illnesses requiring immediate treatment, such as:

- Amputation of any body part
- Serious head, eye, or spinal injuries
- Serious burns
- Degloving or scalping
- Loss of bodily function (e.g. consciousness, movement, organ function)
- Serious lacerations
- Medical treatment within 48 hours of exposure to a substance
- Serious infections (e.g. leptospirosis, Legionnaire's disease)
- Injuries from adventure activities requiring medical

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3. Notifiable Incidents

Unplanned or uncontrolled incidents exposing people to serious risk, such as:

- Substance spills or leaks
- Explosions or fires
- Electric shocks
- Structural collapses

- Equipment failures
- Excavation collapses
- Inrush of water, mud, or gas in tunnels
- Vessel collisions or capsizing

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4. Particular Hazardous Work (Requires 24-hour Notice)

- Examples include:
- Construction work with risk of falling 5m+
- Erecting/dismantling scaffolding with fall risk
- Commercial logging or tree felling
- Lifting appliances lifting 500kg+ over 5m
- Deep excavations or confined spaces
- Use or storage of explosives
- Diving or compressed air work [Particular...| WorkSafe]

You can use the Notify WorkSafeNZ tool to submit a notifiable illness, injury, or incident www.worrksafe.govt.nz (refer WorksafeNZ for a full list of notifiable incident and injury classifications) The tool will guide you through the notification process and determine whether the event is a notifiable injury, illness, or incident.

Where a notifiable event has been determined to happen, the site supervisor must take all reasonable steps to ensure the site of the notifiable event is not disturbed until authorised by a WorkSafeNZ Inspector - i.e., an Inspector gives permission for normal work to resume at the site of the notifiable event.

No person is to interfere with the scene of any accident except to the extent that the person believes is necessary to avoid or minimise further injury or damage or, to restore the safe supply of electricity.

To ensure that the site is not disturbed

- the work set-up should not be changed.
- any plant, substances or other things involved in the event should stay where they are.

If any person were to interfere in any way with the scene of any accident, that person shall as soon as practicable notify WorkSafe of the action that the person has taken.

08. PARTICULAR HAZARDOUS WORK NOTIFICATION FORM (WSNZ)

Use this form to notify WorkSafeNZ of Particular Hazardous Work as required under Regulation 26 of the Health and Safety in Employment Regulations (1995).

You must advise WorkSafeNZ with 24 hours' notice of work that is particularly hazardous

OTHER INCIDENTS AND ACCIDENTS

Following the initial phone calls to X /H&S Partner, forward:

Photos (closeup and at a distance to show the situation at the time the incident occurred)

A written description about what happened, who was involved, what work was taking place, whether the work was risk controlled and details of those controls, what documentation was used as part of job briefing (e.g. TA, JSA, SWMS etc).

Use the Incident/Accident Form wherever possible.

The H&S Partner/delegate will provide initial advice via phone and, may wish to visit the site too obtain further details.

Internal investigations

Internal investigations will be undertaken by a qualified investigator and other subject matter experts where required. The investigation process will involve discussions with members of the work party.

The aim of the investigation will be to determine the root cause of the incident/accident and identify what corrective actions can be implemented to prevent recurrence. Corrective actions will be assigned to the most appropriate person responsible with a due date for completion.

Investigation actions will later be reviewed at a nominated date to monitor compliance, effectiveness of the solution and the number of reduced incidents. This can evolve into an opportunity to improve actions further and embed the changes.

09. TRAINING & SUPERVISION

All staff, contractors and visitors must complete an induction prior to accessing any (**Company)** project sites, depot, offices, or equipment.

This includes new employees, existing employees transferring to different work sites, temporary staff via labour hire agencies and volunteers.

Training will include the use of protective clothing and safety equipment, the physical location of the Safety Data Sheets and First Aid Locker.

To assist in staff training, hazardous tasks shall, when appropriate, be documented in the Hazard Register.

If employees are not sure of how to work with hazardous tasks, they should report to their supervisor or manager.

Buddy system

Visitors

- Watch out for visitors and keep them safe. They may not be aware of the hazards that exist on our site. Ensure that all visitors are escorted around the site by a qualified team member.

Alcohol and Drugs

- Alcohol and drugs are strictly prohibited in the workplace.
- Staff may face disciplinary action or dismissal if found under the influence during working hours.
- Inform your relevant manager if you are on any medication that you suspect may have a side effect that could affect your ability to perform your assigned duties in a safe manner.

Practical Jokes and Horseplay

- Practical jokes and horseplay will lead to dismissal and may result in prosecution.
- There is nothing wrong with having a bit of fun, but people have been hurt and even killed by practical jokes and horseplay that went wrong.
- Remember to ensure your fellow workpeople are always kept safe.
- Be sensitive to cultural, language differences and diversity amongst team members.

The Company will ensure, so far as is reasonably practicable the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

Different work activities can require different levels of information, training, instruction, or supervision.

Certain work activities require higher levels of training or supervision for workers and others in the workplace to remain healthy and safe.

Training can be formal and informal.

All electricians will be current licensed members of the Electrical Workers Registration Board (EWRB), having completed their formal external certified qualifications and been verified as having demonstrated their competency in executing safe work practices.

Informal training can complement formal training and be skills that are developed through ön the job exposure. Tasks should be specific and when executed under supervision, can become evidence of competency towards formal certifications. All staff of the Company will be first aid trained and regularly refreshed. The Company will engage with workers when making decisions about procedures for providing further information and training to workers.

We will ensure, so far as is reasonably practicable, those who carry out work of any kind, use plant of any kind, or deal with a substance of any kind that can cause a risk in a workplace:

either have adequate knowledge or experience of similar work so they are not likely to cause harm to themselves or other people or are supervised by someone who has the relevant knowledge and experience, and

are adequately trained in the safe use of all plant, objects, substances, or equipment the workers are or may be required to handle, as well as all personal protective equipment (PPE) that the workers are or may be required to wear or use.

10. APPRENTICE/NEW WORKER SUPERVISION

For electrical workers Supervision is defined by Section 2 of the Electricity Act 1992.

A Supervisor must have a strong understanding of the knowledge and experience of the electrical worker being supervised, and the prescribed electrical work proposed. A 'more hands on' approach will be necessary where the electrical worker holds few skills and experience. The safety of the person and others is the overriding consideration.

Supervisors are not expected to sight and direct every aspect of the electrical worker's work. They should have verified in writing that the worker has been assessed and is competent to complete the allocated task, before allowing the worker to undertake the work.

However, a supervisor should be actively and frequently involved with the electrical worker and their work. The Supervisor is required to exercise judgement, so the supervision is suitable in each case.

New starters under X years of age, should be allocated a mentor/buddy to assist in their training and development. They should not work alone.

TRAINING AND COMPETENCY Register/ Matrix

The Company will update and maintain a register of all workers, their past training, competency assessments and proposed future training.

This should be made available to any client, whenever requested.

11. EMPLOYEE ENGAGEMENT/ PARTICIPATION

The 4D's approach

This emphasis's simplicity and frontline engagement.

- Dumb
  - Refers to tasks, processes, or systems that don't make sense or seem illogical.
  - These can lead to confusion, inefficiencies, or unsafe workarounds.
  - Example: A procedure that contradicts common sense or requires unnecessary steps.
- Difficult
  - Tasks that are challenging, demanding, or require extra effort.
  - These often need more resources, training, or support to be done safely.
  - Example: A job that requires awkward positioning or high physical exertion.
- Dangerous
  - Situations or tasks that are inherently hazardous.
  - These need clear controls, monitoring, and mitigation strategies.
  - Example: Working at heights, with electricity, or in confined spaces.
- Different
  - Refers to changes or unfamiliar situations that may introduce new risks.
  - These can be new tasks, equipment, environments, or procedures.
  - Example: A new machine being used for the first time or a change in shift patterns.

Why It Matters

- The 4Ds help teams quickly categorize and respond to potential risks, fostering a culture where safety is proactive and adaptive.

It aligns with HOP's core belief that error is normal, and systems should be designed to anticipate and recover from those errors. (COMPANY) promotes the active participation of all workers in workplace health and safety matters and decisions.

Responsibilities

Workers are consulted, engaged with and given opportunity and encouragement to be proactively involved in workplace health and safety matters affecting the organisation and their work tasks.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes
- control measures for the management of hazards and risks
- work methodologies and sequencing of tasks
- changes to the organisation's policies and procedures or work routines which may affect workplace health and safety
- changed work environments
- development and review of SWMS
- training opportunities and refresher sessions
- make up of and representation on relevant committees
- election of worker representatives (if requested/required)

Each worker has the responsibility to:

- embrace a positive culture and leadership towards workplace health and safety
- encourage other workers to work in a healthy and safe manner
- participate in meetings, training, toolbox talks and other health and safety related matters
- follow all safe work practices, procedures, instructions and rules
- work in a manner which ensures their health and safety and that of others
- report or rectify any unsafe conditions that come to their attention
- arrive at the beginning of each work shift, fit for work free of fatigue
- inform their Manager if they become unwell and request a reallocation of duties, if necessary.

12. EMERGENCY PLANNING & RESPONSE

The purpose of an emergency plan is to provide a system for emergencies that may occur on **(COMPANY)** property.

Probable Causes:

- Fire
- Storm
- Earthquake
- Chemical Spill
- Gas Leak
- Explosion
- Structure Collapse
- Equipment Failure
- Accident
- Medical

Procedure:

- Vacate danger area immediately.
- Assess the situation, without endangering your life.
- Isolate, disconnect or contain danger.
- Person in charge to ensure all personnel are clear of the danger area.
- Provide first aid to injured personnel.
- The accident scene is not interfered with unless necessary to save life, property etc.
- For emergency services, phone 111.

The ASSEMBLY AREA and access route in the event of an emergency should be highlighted to every worker at the site/property induction, along with the nearest emergency medical centre. This includes the best deemed evacuation point within a domestic household.

Emergency drills for each project site should be executed every *six* months to ensure that workers are familiar, reach the assembly area in a timely fashion and the emergency plan is effective. Such drill should be recorded and discussed to highlight any improvement opportunities by the Supervisor/Manager. Emergency drills should also take place when a significant change has occurred onsite e.g. changed access routes, new contractors etc.

FIRE

Knowing the location of the fire extinguishers, how to use them and where the fire evacuation assembly location is, is imperative.

EXTINGUISHERS ARE EXCLUSIVELY FOR THE FIGHTING OF FIRES.

- The basic elements necessary to produce fire are fuel, oxygen (air) and an ignition source.
- Prevention means keeping any of these elements away from the other two.
- Firefighting facilities should be available on site.
- You must not interfere with this vital equipment.
- Fire extinguishers (inspected yearly and tagged appropriately) should also be available in workers vans
- Ensure that any empty or faulty equipment is reported to the Managing Director. Firefighting equipment should always be easily accessible.

NEVER USE CONDUCTIVE EXTINGUISHERS SUCH AS WATER OR FOAM ON ELECTRICAL FIRES.

Make yourself familiar with the position of all fire-fighting appliances. Staff will be trained on the correct use of these appliances.

The specifics of **classes** are determined by six situations: Class A, Class B, Class C, Class D, Electrical, and Class F fire:

- Class A fires - made up of combustible materials (flammable solids including wood, paper, fabric, etc.)
- Class B fires - flammable liquids (gasoline, turpentine, paint, etc.)
- Class C fires - flammable gasses (butane, methane, hydrogen, etc.)
- Class D fires - combustible metals (potassium, magnesium, and aluminium)
- Electrical fires - spread through electrical equipment (once the electrical component is removed the class changes)
- Class F fires - cooking oils (encountered in the kitchen, typically a chip-pan fire)

Extinguish each class of fire with different **types** of fire extinguishers:

- Class A fires - water, foam, dry powder, wet chemical
- Class B fires - foam, dry powder, CO2
- Class C fires - dry powder
- Class D fires - dry powder
- Electrical fires - dry powder, CO2
- Class F fires - fire blanket, wet chemical

13. CONTRACTOR MANAGEMENT

Definition

- Contractor – Service
  - Those contractors that provide a *maintenance* type service i.e. change a lightbulb in the office
  - Abides by the **(COMPANY)** health and safety plan/ rules onsite.
- Subcontractor
  - Those contracted to complete a task specific contract i.e. dig a drain
  - Typically the **(COMPANY)** requires the contractor to be prequalified and operate with their own health and safety practices.
  - The **(COMPANY)** monitors the contractor during the activities undertaken.

The **(COMPANY)** takes all reasonably practicable steps to ensure the safety of all contractors and the general public.

Background

Contractors are often not aware of the dangers and do not understand what may happen especially on multiple worksites with different contractors entering and vacating at different times

- All visitors and contractors must report to Reception and "sign in" so that their presence on site is recorded should there be an emergency.
- Contractors engaged to complete work on site should be pre qualified by a reputable HS Partner and are to provide their own Health and Safety policy/health and safety plan'/SSSP with JSA/SWMS/work procedures, a copy of which will need to be supplied to (**Company**) 14 days before any work is started.
- Contractors will need to read and understand this **Company** Health and Safety Plan plus any site specific plans/procedures and processes signing off on them before commencing any work.
- Contractors must attend all Pre Start Meetings of the (**Company)** and notify the **(Company)** Supervisor of any changes to their operation or procedures in advance
- Contractors machinery, tools, individual qualifications and competency and performance onsite may be reviewed onsite at any time by the Company Supervisor
- Visitors and contractors to the property will be advised that there are hazards.
  - Per the Visitor Register and Hazard and Risk Register

- Visitors and contractors will be notified of any serious hazards to be avoided.
  - Per the Visitor Register and Hazard and Risk Register
- Visitors and Contractors will be warned to keep a safe distance from dangerous machinery.
- Contractors must complete in emergency drills.
- Children are not allowed on site unless accompanied by a staff member and under their direct supervision.

14. HEALTH & WELLBEING

MASTER ELECTRICIANS WELLBEING SCHEME

The Master Electricians Wellbeing Scheme is an Employee Assistance Programme (EAP) available to members and their staff for free. EAP is a confidential way in which you can seek support on things that may be worrying you.

Businesses that create a work environment where employees' physical and mental wellbeing is considered have lower absenteeism, fewer injuries, and experience higher productivity and customer satisfaction. Employees who feel healthy and supported are more productive, engaged, resilient, creative, and generally perform better.

Considerations:

- Apprentices – New to the work force
- Tradesman – Workload pressures
- Managers – Work + Home pressures
- Directors – Business development and BAU pressures

Understanding Health Risks

Leading illnesses resulting from work activities include asbestosis, cancer, silicosis, and mesothelioma. Physical risks are back and soft tissue conditions, 'white knuckle' (vibrations), eye strain, and hearing loss.

Fatigue (burnout) and stress are chronic conditions resulting from highly demanding work and sustained emotional arousal (fight, flight, freeze, or please). Stress causes medical conditions such as heart, blood, and intestinal conditions. Fatigue impairs a workers cognitive and physical performance. Lack of regular hydration can also affect a worker's concentration, and mental capabilities.

Health conditions also present safety risks at work. Cognitive impairment means that a worker is distracted or inattentive, affecting decisions and judgement. Hearing or vision loss can also reduce sensory awareness of hazards, e.g., moving plant. Medical conditions can incapacitate a worker already working with risks. Physical conditions can reduce a worker's ability to avoid or escape danger.

Safe behaviour includes coming to work physically and mentally fit. In addition, safe behaviour includes taking regular breaks, two-man lifting, and using PPE correctly.

Supervisors are encouraged to maintain an active presence amongst workers so that workers feel comfortable to confidentiality confide when they are unwell or not their usual selves. The Supervisor may in some circumstances be able to reallocate less strenuous and hazardous duties for that worker. Workmates should also look after each other because together each achieves more (TEAM). Collectively, everyone wants to do a quality job and go home safely to their loved ones the same or better at the end of each day.

15. TEMPLATES (Links)

INSERT YOUR COMPANY HAZARDOUS SUBSTANCE REGISTER HERE

INSERT YOUR COMPANY INCIDENT REGISTER HERE

INSERT YOUR COMPANY TRAINING & COMPETENCY REGISTER HERE

INSERT YOUR COMPANY WORKER INDUCTION REGISTER HERE

INSERT YOUR COMPANY EMERGENCY PLAN REGISTER HERE

INSERT YOUR COMPANY SUBCONTRACTOR REGISTER HERE

16. RECORD AMENDMENT SHEET

Date	Reason for Amendment	Section No.	Page No.	Approved By

* Denotes signature is on original document