



Kensington Park

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RESIDENTS' ASSOCIATION

# **Health and Safety Manual**

## **Introduction & Policy**

### Section 1

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KPRA	Kensington Park Residents Association	
HSWA	Health and Safety at Work Act	
PCBU	Person Conducting Business or Undertaking	

# 1.0 INTRODUCTION

This manual has been developed as a reference point for health and safety management. The policies, procedures and templates are to be referred to throughout all Kensington Park Residents' Association's (KPRAs) operations and integrated where possible, into other KPRAs specific management systems.

Health and Safety handbooks and information applicable to different KPRAs worker groups and members have been developed. Cross referencing across the suite of documents is designed to reduce unnecessary duplication and increase the ease to access information if required.

## Scope

The manual applies to staff members, contractors and volunteers as may be organised by KPRAs, including work administered by the KPRAs management company.

This policy does not cover the health and safety responsibilities of Kensington Park Holdings Ltd, body corporates, Auckland Council (regarding their facilities and reserves) within Kensington Park under their control and therefore their responsibility in terms of the Health and Safety at Work Act.

**Next annual review date:** October 2024

## Document Revision Control

Revision #	Date	Description
4	November 2022	<p>Comprehensive review and significant wording enhancements throughout document to align with current KPRAs practices, HSWA supporting Regulations and WorkSafe NZ resources. Included:</p> <ul style="list-style-type: none"><li>• 1.0 Addition of document revision control</li><li>• 2.0 Addition of updated Health and Safety Policy</li><li>• 3.0 HSWA section updated to further define and clarify terms and responsibilities. Re-wording and ordering of content relating to responsibilities and addition of references to KPRAs health and safety handbooks</li><li>• 4.1 Addition of Planning, Review and Evaluation content</li><li>• 4.2 Risk Management – addition of reference to hazard identification, assessment and control guidance. Addition of PPE and risk review requirements. Recording templates updated and inserted into KPRAs Staff Handbook for operational requirements, including Facilities Maintenance Manager templates.</li><li>• 4.3 Addition of Hazardous Substance management guidance and reference to inventory template to align with 2017 regulations</li><li>• 4.4 Addition of reference to training and supervision requirements</li><li>• 4.5 Incident management - addition of flowchart for WorkSafe Notifiable Event information</li><li>• 4.6 Emergency management - addition of requirements and reference to KPRAs Staff and Members Handbooks</li><li>• 4.7 Contractor Management – minor re-wording and addition of reference to Contractor Management Handbook</li><li>• 5.0 Addition of References and Associated Documents</li><li>• Inclusion of Facilities Maintenance Manager under Staff Policies, Handbook and Reporting Templates</li></ul>

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

KPRAs Committee Chairperson

## 2.0 Health and Safety at Work Act 2015 (HSWA)

### Purpose

The HSWA provides a balanced framework to ensure the health and safety of workers and workplaces by:

- Protecting workers and other persons from harm
- Providing reasonable opportunities to allow for effective worker engagement and participation
- Promoting the provision of information, education and training in relation to work health and safety
- Providing for continuous improvement
- Securing compliance through effective compliance and enforcement methods

**Table 1: HSWA Terms and Responsibilities**

<p>PCBU (Person Conducting Business or Undertaking)</p>	<p>A PCBU has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers (including volunteers), and that the health and safety of other persons is not put at risk from its work. These duties apply to matters over which the association has influence and control.</p> <p>A PCBU may be an individual person (such as a sole trader) or an organisation who employs people to undertake paid work. KPRAs as an employer is considered to be a Person Conducting a Business or Activity (PCBU).</p> <p>PCBU's that work together will likely share health and safety duties in relation to the same matter. These are known as <b>overlapping duties</b>.</p> <div data-bbox="555 1025 1018 1288" data-label="Diagram"> <p>The diagram consists of two overlapping circles. The left circle is green and contains the text 'BUSINESS Individual health and safety duties'. The right circle is blue and contains the text 'BUSINESS Individual health and safety duties'. The overlapping area between the two circles is shaded yellow and contains the text 'Overlapping duties'.</p> </div> <p>PCBU's must so far as is reasonably practicable <b>consult, cooperate</b> and <b>coordinate</b> activities with all other businesses they share overlapping duties with. Benefits include:</p> <ul style="list-style-type: none"> <li>• ensuring businesses on a shared worksite inform each other of the risks their work introduces to the workplace and how they are to be controlled</li> <li>• ensuring everyone is aware of their roles and responsibilities around health and safety</li> <li>• co-ordinating how to safely perform the work</li> </ul>
<p>Officer</p>	<p>An Officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a business or undertaking. A business or undertaking can have more than one officer.</p> <p>An Officer has a duty to ensure the PCBU is compliant with the legislation, by exercising <i>due diligence</i>. This includes 6 steps:</p> <ol style="list-style-type: none"> <li>Acquire, and keep up to date, knowledge of work and safety matters</li> <li>Gain an understanding of the business operations and the hazards and risks associated with these</li> <li>Ensure the PCBU has adequate resources available to manage the hazards and risks</li> <li>Ensure the PCBU has processes for evaluating and addressing the effectiveness of risk management and incident outcomes</li> <li>Ensure the PCBU implements processes to comply with its duty</li> <li>Is able to verify the above steps have been acted on</li> </ol>

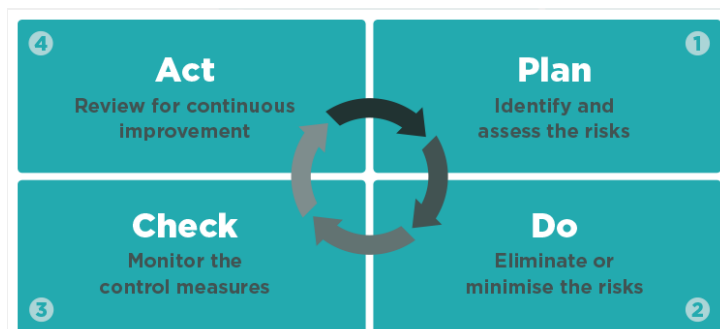
<b>Worker</b>	<p>An individual who carries out work in any capacity for a PCBU, including work as:</p> <ul style="list-style-type: none"> <li>A staff member; or</li> <li>a contractor or subcontractor; or</li> <li>an employee of a contractor or subcontractor; or</li> <li>an employee of a labour hire company who has been assigned to work in the business or undertaking; or</li> <li>an outworker; or</li> <li>an apprentice or a trainee; or</li> <li>a person gaining work experience or undertaking a work trial; or</li> <li>a volunteer worker</li> </ul> <p>While at work, a worker must:</p> <ul style="list-style-type: none"> <li>Must take reasonable care for their own health and safety and that their actions don't adversely affect the health and safety of others.</li> <li>they must also follow any reasonable health and safety instruction given to them by the organisation</li> <li>Cooperate with any reasonable policy or procedure relating to health and safety in the workplace.</li> </ul>
<b>Other people</b>	<p>People who come into the workplace, such as members and visitors also have some health and safety duties to ensure that their actions don't adversely affect the health and safety of others<sup>1</sup>.</p>

## WorkSafe New Zealand (WorkSafe)

Worksafe is the health and safety regulator and has a great deal of information on its website about the purpose, role and responsibilities under the legislation, including the role and responsibilities set out in Table 1.

Refer: [WorkSafe website for current information and resources www.worksafe.govt.nz](http://www.worksafe.govt.nz)

WorkSafe encourages PCBUs to use the PLAN-DO-CHECK-ACT approach to assess, manage and monitor work risks.



<sup>1</sup> <http://www.worksafe.govt.nz/worksafe/hswa/understanding-hswa/about-the-health-and-safety-at-work-act>. Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors; and staff members. The Health and Safety at Work (General Risk & Workplace Management) Regulations 2016 impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention, Rehabilitation, and Compensation Act also include health and safety elements.

## 3.0 Objectives

KPRA is committed to providing and maintaining a safe and healthy working environment for its workers, (including volunteers and contractors), residents, visitors and all people who have contact with the business or undertaking.

Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

KPRA Committee members and staff of the management company should exercise Officer due diligence duties under the HSWA (outlined above). While KPRA is the PCBU and has the primary duty of care to ensure workplace health and safety, committee members and the management company have a duty to make sure the KPRA is doing what it needs to do to ensure the health and safety of workers and others when work is being carried out on the common areas of Kensington Park.

Duties imposed by KPRA officers (committee members and staff) under the HSWA requires:

- elimination of risks to health and safety, as far as is reasonably practicable
- if it is not reasonably practical to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

The KPRA Health & Safety Policy and Procedures Manual (the Manual) aims to provide guidance to support management and workers to:

- promote continuous improvement in health and safety management
- provide a safe and healthy work environment and workplace facilities
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support worker participation and engagement in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

Objectives will be achieved through minimising risks to health and safety, so far as is reasonably practicable, by taking one or more of the following actions that is the most appropriate and effective taking into account the nature of the risk:

- substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk
- isolating the hazard giving rise to the risk to prevent any person coming into contact with it
- implementing engineering controls
- if a risk then remains, minimising the remaining risk, so far as is reasonably practicable by implementing administrative controls
- if a risk then remains, minimising the remaining risk by ensuring the provision and use of suitable personal protective equipment
- providing staff with health & safety information, supervision, training and instruction
- regular reviews and evaluations
- reporting to the KPRA Committee
- undertaking a two-yearly health and safety manual review.

## 4. Accountability and Responsibilities

### 4.1 KPRA Committee

The Committee is responsible for the KPRA meeting its obligations under the HSWA, associated Regulations, and any relevant Codes of Practice, Standards or Guidelines.

The Committee is responsible for ensuring the Manual is in place and responsibilities are being observed. The Chair of the Committee signs off the Manual.

### 4.2 Health and Safety Co-ordination

Specific health and safety co-ordination, monitoring, reviewing and performance reporting responsibilities fall with the Committee's Gardens and Grounds Sub-Committee, with health and safety matters involving quarterly meetings with the:

- Health & Safety Co-ordinator (Committee member)
- Chair of the Gardens & Grounds Sub-Committee
- KPRA Manager
- Head Gardener

The Sub-Committee is responsible for reporting to the Committee that the Health and Safety Policy and Procedures responsibilities are being observed and performance of the health and safety management system is being monitored. The Sub-Committee's health and safety team will annually review health and safety objectives and performance.

KPRA performance in achieving health and safety objectives will be evaluated at quarterly meetings of the health and safety team with a report to the KPRA Committee via the Manager.

Note: Health and safety will be a standing item in all Manager Reports to Committee meetings.

[Refer: KPRA Health and Safety Handbook \(Section 2\) – Committee & Manager Activities for a summary of responsibilities](#)

### 4.2 KPRA Manager

The Manager as the employer representative has ultimate accountability for the health and safety of all workers (staff and volunteers). This is provided for by:

- providing leadership and direction in matters of health and safety
- actively encouraging the accurate and timely reporting and recording of all injuries and incidents, including near miss events
- investigating all reported accidents and incidents to ensure all contributing factors are identified and appropriate corrective action taken
- ensuring contractors are informed of and comply with relevant health and safety policies and procedures
- holding workers responsible for supporting the policy and related procedures
- taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice
- incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate
- expecting all workers to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through their roles and responsibilities and allowing any additional or ongoing training that is required as a result of specific work activities or requirements
- developing worker commitment to achieving excellent health and safety standards
- ensuring all new workers complete the induction process, gain familiarity with KPRA policies and procedures and are provided with appropriate training and equipment for their role
- ensuring workers are involved in the improvement of systems and practices where relevant
- conducting regular health and safety inspections with assistance from the Health and Safety Co-ordinator

- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- ensuring that all appropriate Personal Protective Equipment is available, maintained and in clean and effective condition and employed as required and/or directed
- ensuring any changes to the health and safety policy and procedures manual are distributed to workers and the manual is kept up to date and is managed as a controlled document
- ensuring that all workers are made aware of the hazards in their work area and are adequately trained and equipped to enable them to perform their duties in a safe manner.

### **Six-monthly hazard identification and control report**

KPRA Manager will conduct a six-monthly health and safety walk-around the common areas for hazard identification and control purposes and report back to the full committee.

The review and evaluation process may also include:

- monitoring risk improvement actions & review of the Hazard and Risk Register to ensure all control measures are current and effective
- analysis of incident/injury data 6 monthly
- review of engagement opportunities and processes with workers and contractors
- verifying performance through:
  - audits (internally or via external providers)
  - 6 monthly workplace inspections
  - equipment licensing and checks

## **4.4 Worker Participation and Engagement**

KPRA is required to ensure reasonable opportunities are available to allow for effective engagement with workers (employees and contractors/sub-contractors) and promotion of active participation to improve performance relating to work health and safety.

### **Definitions**

- *Engagement* is how a business involves its workers in work health and safety matters and decisions.
- *Participation* practices are the on-going methods for workers to raise health and safety concerns, be part of making decisions and offering suggestions for improving health and safety.

Workers are encouraged to actively participate in health and safety meetings (such as Tailgate meetings before the commencement of work each day) to identify new hazards or initiatives. An extraordinary meeting will be held in the event of a serious harm injury being investigated. Items of significance will be escalated from any of these meetings to the Health and Safety Co-ordination team.

*Refer: KPRA Health and Safety Handbook (Section 3(a) & 3(b)) – KPRA Staff Policies and Handbook for a summary of responsibilities and reporting templates for meetings*

Every manager and supervisor has a responsibility for the health and safety of those workers working under their direction. This will include ensuring:

- machinery and equipment is safe and issued safely
- that workers are adequately trained and supervised for the work undertaken

Each employee is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:

- participating in health and safety training and following safe work practices
- early reporting of any pain and discomfort



- ensuring all incidents, injuries and hazards are reported to the appropriate person
- participating in a return to work programme if applicable.

Members volunteering for grounds and gardens maintenance work are considered to be workers and are obliged to adhere to the Manual

#### **4.5 Members and residents have a shared responsibility for safety**

KPRA members and residents are encouraged to familiarise themselves with the Health and Safety Members Activities section, and adhere to rules for use of the gym, pool and sauna and to be alert to and report any hazards, accidents or incidents to the KPRA Manager.

## 5. REFERENCES AND ASSOCIATED DOCUMENTS

### Associated Documents:

- KPRA Health and Safety Manual – Section 2: Committee & Manager Activities
- KPRA Health and Safety Manual – Section 3(a): KPRA Staff Policies
- KPRA Health and Safety Manual – Section 3(b): KPRA Staff Handbook
- KPRA Health and Safety Manual – Section 3(c): Reporting Templates
- KPRA Health and Safety Manual – Section 4: Contractor Activities

### References:

	Reference Name	Link
	<b>Acts</b>	
1	Health and Safety at Work Act (2015)	<a href="https://worksafe.govt.nz/laws-and-regulations/acts/hswa/">https://worksafe.govt.nz/laws-and-regulations/acts/hswa/</a>
4	Hazardous Substances and New Organisms Act 1996 (Re-print 2017)	<a href="http://www.legislation.govt.nz/act/public/1996/0030/latest/DLM381222.html">http://www.legislation.govt.nz/act/public/1996/0030/latest/DLM381222.html</a>
5	Accident Compensation Act (2001) (Re-print 2018)	<a href="http://www.legislation.govt.nz/act/public/2001/0049/latest/whole.html">http://www.legislation.govt.nz/act/public/2001/0049/latest/whole.html</a>
6	Accident Compensation Amendment Act (2016) (Re-print 2018)	<a href="http://www.legislation.govt.nz/act/public/2016/0073/latest/whole.html">http://www.legislation.govt.nz/act/public/2016/0073/latest/whole.html</a>
7	Resource Management Act 1991	<a href="http://www.legislation.govt.nz/act/public/1991/0069/211.0/DLM230265.html">http://www.legislation.govt.nz/act/public/1991/0069/211.0/DLM230265.html</a>
	<b>Regulations</b>	
8	Health and Safety at Work - (General Risk and Workplace Management) Regulations 2016	<a href="http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html">http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html</a>
9	Health and Safety at Work - (Worker Engagement, Participation and Representation) Regulations 2016	<a href="http://www.legislation.govt.nz/regulation/public/2016/0016/latest/DLM6314002.html">http://www.legislation.govt.nz/regulation/public/2016/0016/latest/DLM6314002.html</a>
10	Health and Safety at Work - (Asbestos) Regulations 2016	<a href="http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729706.html">http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729706.html</a>
11	Health and Safety at Work - (Hazardous Substances) Regulations 2017	<a href="http://www.legislation.govt.nz/regulation/public/2017/0131/latest/DLM7309401.html">http://www.legislation.govt.nz/regulation/public/2017/0131/latest/DLM7309401.html</a>
	<b>Best Practice Guidelines</b>	
12	Best Practice Guidelines for Working at Height in New Zealand (2012)	<a href="https://worksafe.govt.nz/topic-and-industry/working-at-height/mobile-elevating-work-platforms/mobile-elevating-work-platforms/">https://worksafe.govt.nz/topic-and-industry/working-at-height/mobile-elevating-work-platforms/mobile-elevating-work-platforms/</a>
13	Best Practice Guidelines Mobile Elevating Work Platforms (2014)	<a href="https://worksafe.govt.nz/topic-and-industry/working-at-height/mobile-elevating-work-platforms/mobile-elevating-work-platforms/">https://worksafe.govt.nz/topic-and-industry/working-at-height/mobile-elevating-work-platforms/mobile-elevating-work-platforms/</a>

	Reference Name	Link
	<b>Best Practice Guidelines</b>	
14	Your practical guide to working safely with hazardous substances (WorkSafe NZ)	<a href="https://worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/your-practical-guide/">https://worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/your-practical-guide/</a>
	<b>Websites</b>	
15	WorkSafe NZ	<a href="https://www.worksafe.govt.nz/?gclid=EAlaIqobChMlqYCW9bbH7wIVDDUrCh3Btgb6EAAYASAAEgInQPD_BwE">https://www.worksafe.govt.nz/?gclid=EAlaIqobChMlqYCW9bbH7wIVDDUrCh3Btgb6EAAYASAAEgInQPD_BwE</a>
16	WorkSafe NZ Notifiable Event	<a href="https://www.worksafe.govt.nz/notify-worksafe/">https://www.worksafe.govt.nz/notify-worksafe/</a>



Kensington Park

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RESIDENTS' ASSOCIATION

**Health and Safety Manual**  
**KPRA Committee and**  
**KPRA Manager Activities**  
Section 2

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## TABLE OF ABBREVIATIONS

KPRA	Kensington Park Residents Association	
HSWA	Health and Safety at Work Act	
PCBU	Person Conducting Business or Undertaking	
PPE	Personal Protective Equipment	
SDS	Safety Data Sheets	

## Health and Safety Objectives:

To ensure a safe and healthy work and living environment, management will:

- Set health and safety objectives and relate these to performance criteria for managers and staff.
- Annually review health and safety objectives and performance.
- Actively encourage the accurate and timely reporting and recording of all injuries and incidents, including near miss events.
- Investigate all reported accidents and incidents to ensure all contributing factors are identified and appropriate corrective action is taken.
- Ensure that all staff members are made aware of the hazards in their work area and are adequately trained and equipped to enable them to perform their duties in a safe manner.
- Encourage staff members to participate in all matters relating to health and safety.
- Promote a system of continuous improvement, including the bi-annual review of policies and procedures.
- Meet our obligations under the Health and Safety at Work Act 2015, associated Regulations, and any relevant Codes of Practice, Standards or Guidelines.
- Every manager has a responsibility for the health and safety of those staff members working under their direction. This will include:
  - Ensuring machinery and equipment is safe and is used safely.
  - Ensuring that staff members are adequately trained and supervised for the work undertaken.
- Each staff member is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Participation in health and safety training and following safe work Practices.
  - The early reporting of any pain and discomfort.
  - Ensuring all incidents, injuries and hazards are reported to the appropriate person.
  - Participating in a return to work programme if applicable.
- Each staff member is encouraged to familiarize themselves with this Health & Safety Policy, and to assist in maintaining a safe environment.

# 1. Procedures

## 1.1 Planning, Review and Evaluation

The KPRA Health & Safety Policy and Procedures Manual aims to provide guidance to support management and staff members to:

- promote continuous improvement in health and safety management
- provide a safe and healthy work environment and workplace facilities
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support staff member participation and engagement in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

### Health and Safety Objectives

Objectives will be developed by the H&S Committee annually to work towards achieving the above aims and progress shall be reviewed and evaluated at the quarterly meetings.

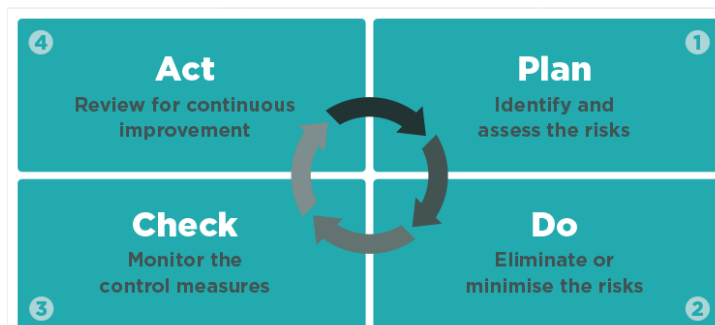
### Six-monthly hazard identification and control report

A management company representative will conduct a six-monthly health and safety walk-around the common areas for hazard identification and control purposes and report back to the full committee.

The review and evaluation process may also include:

- Two yearly review of the KPRA Health & Safety Policy and Procedures Manual
- Monitoring risk improvement actions & review of the Hazard and Risk Register annually to ensure all control measures are current and effective.
- Analysis of incident/injury data annually.
- Review of engagement opportunities and processes with staff members and contractors
- Verifying performance through:
  - Audits (internally or via external providers)
  - 6 monthly workplace inspections (Checklist below)
  - Equipment licensing and checks

WorkSafe encourages PCBUs to use the PLAN-DO-CHECK-ACT approach to assess, manage and monitor work risks.



# Workplace Inspection Checklist

Work Area:		Date:	
Name:		Signature:	

	Issue	Yes; No; N/A	Action Required:	Action Completed (Date)
	<b><u>Environment - Exterior</u></b>			
1.	Is the walking surface in good condition and hazard free? <i>Check:</i> 1. <i>There are no cracks, debris, pot holes or trip hazards</i> 2. <i>Slippery surfaces?</i> 3. <i>There is no flooding across walkways</i>			
2.	Are there any foliage related hazards e.g. 1. <i>overhanging walkways</i> 2. <i>loose branches with the risk of falling</i>			
3.	Are the stairs and walkways obstruction-free? <i>Check:</i> 1. <i>Stairways have adequate lighting</i> 2. <i>Handrails are secure</i>			
	<b><u>Environment - Interior</u></b>			
4.	Are fixtures and fittings in good condition? <i>Check fixtures and fittings such as tables, notice boards, benches , cabinets are stable</i>			
5.	Is the housekeeping and cleanliness of the general area acceptable? <i>Check the area is clean, tidy</i>			
	Are all lights <i>functioning and not flickering?</i>			



	<b>Issue</b>	<b>Yes; No; N/A</b>	<b>Action Required:</b>	<b>Action Completed (Date)</b>
	<b><u>Shelving and Storage</u></b>			
6.	Is adequate storage available? <i>Are stored items arranged to allow ease of access?</i> <i>Are storage areas / shelves overloaded</i>			
7.	Is shelving stable and securely affixed to walls/floor? <i>Are items secure so that they will not fall easily?</i>			
8.	Is equipment provided to allow for access to items stored at height? <i>e.g. step ladders</i>			
	<b><u>Electrical</u></b>			
9.	Has portable electrical equipment been tested? <i>Check that the tags are within the current testing period</i>			
10.	Is any electrical equipment faulty? <i>Check:</i> <i>1. No broken plugs, sockets, switches frayed or defective leads</i> <i>2. Double adaptors/multi plugs are not overloaded</i>			
11.	Residual current devices (RCD's) <i>1. Hand held portable equipment is protected by (portable) RCD</i> <i>2. Switchboard or fixed sockets marked whether RCD protected</i> <i>3. Testing program in place for RCDs</i>			
	<b><u>Powered Tools and Equipment</u></b>			
12.	Equipment is in good working condition. Check: <i>1. Maintenance records are available</i> <i>2. Appropriate guards are in place</i> <i>3. PPE is available</i>			

	Issue	Yes; No; N/A	Action Required:	Action Completed (Date)
	<b><u>Chemicals and Other Hazardous Substances</u></b>			
13.	Are chemicals stored correctly according to classifications? Are containers clearly labelled?			
14.	Are SDS (Safety Data Sheets) readily available? <i>Check SDS are within 5 years of issue date</i>			
15.	Is there a chemical spill kit situated near chemical areas?			
16.	Is PPE (Personal Protective Equipment) available?			
17.	Is appropriate ventilation in place when required if using hazardous substances?			
18.	Is running water / eye wash facilities available?			
	<b><u>Working at Heights</u></b>			
19.	Are suitable ladders or step equipment provided where appropriate?			
20.	Are they in good condition and stored correctly?			
	<b><u>Emergency Equipment</u></b>			
21.	Is the Emergency Evacuation procedure clearly displayed?			
22.	Emergency egress and exits are clear?			
23.	Are fire extinguishers safely stored? Is the compliance inspection tag current?			
24.	Is the first aid kit equipment maintained and stocked? <i>Check there are no expired items in the kit</i>			

	<u>Issue</u>	Yes; No; N/A	Action Required:	Action Completed (Date)
25.	<u>Other Issues</u>			

## 1.2 Risk Management

KPRA management will develop and implement effective methods for systematically identifying, risk assessing and controlling, existing and new hazards within its work locations.

### Managing hazards involves:

- Identifying hazards and assessing the potential risk of harm
- Developing and implementing actions to control them
- Evaluating and monitoring the effectiveness of the actions.

### 1.2.1 Hazard Identification

There are a number of ways to systematically identify hazards in a workplace. These may include:

1. Planned inspections and walkarounds
2. Task analysis
3. Evaluation of new/modified equipment, material, services or processes
4. Analysis of injury trends or following an incident investigation
5. Ad hoc identification

*Refer: KPRA Health and Safety Handbook (Section 3(b)) – KPRA Staff Handbook for Hazard Notification Form*

All identified hazards should be recorded in the **Hazard Register**.

### 1.2.2 Hazard and Risk Assessment

The risk assessment process is used to identify and prioritise the management of significant hazards.

**RISK = LIKELIHOOD of Exposure x CONSEQUENCES (SEVERITY of Harm)**

*High or Extreme risks should be prioritised over Medium or Low risks*

*Refer: KPRA Health and Safety Handbook (Section 3(b)) – KPRA Staff Handbook for Risk Assessment Matrix*

### 1.2.3 Hazard and Risk Control

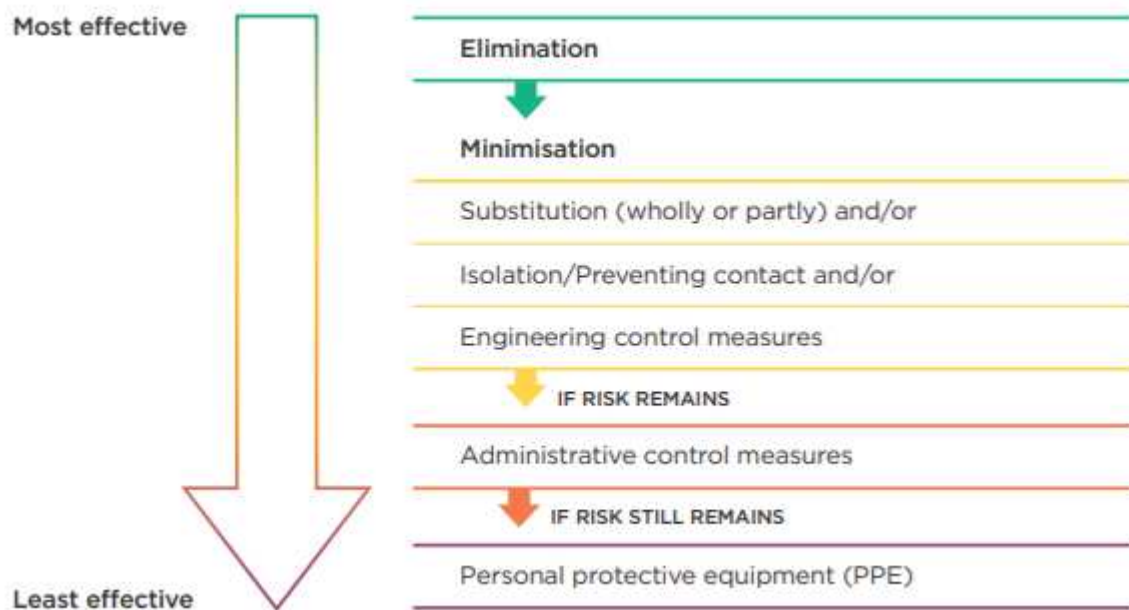
#### Hierarchy of Controls

Where it is not reasonably practicable to *eliminate* risks, KPRA management will implement controls to *minimise* the risk to as low as reasonably practicable (ALARP). Refer Figure 2.

All control measures shall:

- Adequately control the risks
- Not create other risks
- Allow staff members to do their work without undue discomfort or distress
- Be reviewed, and revised when required

Figure 2.



Information for managing hazards may be acquired from a number of sources - Codes of Practice, Guidelines, Standards, Work Safe NZ, external expert advisers.

### Notifiable Works

In the event of high level risk, management will be responsible for notifying WorkSafe NZ 24 hours before the commencement of work, using the **Notification of Particular Hazardous Work** form or registering the work online at:

<http://www.business.govt.nz/healthandsafetygroup/notifications-forms/particular-hazardous-work>

An example of high risk work initiated by KPRA contractors could be construction work above 5 metres. The contractor is responsible for the notification, but KPRA management should be aware of the requirement. The link outlines specific work risks meeting the notification criteria.

### PPE (Personal Protective Equipment)

KPRA management has a duty to:

- provide all required PPE
- provide worker education in the use of the PPE
- ensure the worker knows to report any breakages or faults with the PPE immediately
- faulty PPE must be removed from circulation immediately and disposed of to avoid further use.
- maintain and replace PPE as required

Staff members have a duty to wear the PPE at all times as required. The loss or damage of PPE shall be reported to management immediately to allow for prompt replacement or repair if possible.

*Refer: KPRA Health and Safety Handbook (Section 3(b)) – KPRA Staff Handbook for PPE recording templates*

## 1.2.4 Review of Risk Management Effectiveness

The **Hazard Register** shall be reviewed and updated annually or in between if:

1. New equipment, or products are introduced
2. New tasks or processes are introduced
3. New people are involved
4. There is a new worksite
5. There has been a critical event, accident or near miss
6. A sub-optimal result from health monitoring
7. A staff member, contractor or other observer has a concern

*Refer: KPRH Health and Safety Handbook (Section 3(b)) – KPRH Staff Handbook for Hazard Register template*

### Monitoring

- *Environmental Monitoring* - may be required to determine the level of risk staff members are exposed to e.g. noise level testing, atmospheric testing for dust levels
- *Health Monitoring* - will be required for staff members who are exposed to hazards harmful to health e.g. excessive noise = hearing testing, excessive dust levels = lung function testing.

Information for the worker and consent is required before health monitoring commences. The worker is to be informed of all monitoring results and copies supplied if requested. Records are to be kept in a secure and confidential manner in employee personnel files to align with the Privacy Act 2020.

If sub-optimal results or any trends are identified, an investigation will be undertaken to ensure:

- all hazards contributing to the sub-optimal results, are identified;
- the current controls are investigated to ensure the hazards are effectively managed
- any newly identified hazards or changes to control systems should be noted on the Hazard Register

*Refer: KPRH Health and Safety Handbook (Section 3(b)) – KPRH Staff Handbook for further specific risk management guidance.*

## 1.3 Training and Supervision

KPRA management shall ensure that all staff members are informed of the responsibilities for health & safety in the work place. This will include specific knowledge concerning the management of hazards and risks to which they are exposed, through workplace procedures, environment, equipment and materials.

The information will be delivered in a manner that they can reasonably understand, taking into account language, literacy and culture. If exposed to hazardous tasks, they shall be supervised by an experienced person until deemed competent.

### Induction Training

Induction training should occur within the first few days, and weeks, of a worker commencing employment. The content of a health and safety induction is outlined in the Health and Safety Induction Form. This needs to be signed by both the person undertaking the induction and the new worker.

**Refer: *KPRA Health and Safety Handbook (Section 3(b)) – KPRA Staff Handbook for training record templates***

The following health and safety areas are covered:

1. Employer and worker responsibilities for health and safety
2. Systems and opportunities for worker participation and engagement
3. Hazard identification and risk control systems and processes
4. Safe use and maintenance of PPE (Personal Protective Equipment)
5. Role specific information
6. Incident and injury reporting process
7. Rehabilitation process and responsibilities
8. Emergency procedures

Supervising staff members will confirm new employees are competent to undertake tasks allocated to them or provide the direct supervision necessary to provide on-the-job training to ensure the worker will not be harmed or cause harm to another worker while undertaking the tasks.

When a worker undertakes a new role or moves to work in a different environment, part of this induction training may need to be repeated, to ensure they are aware of any new hazards and variations to emergency procedures.

### Training content and staff competency

#### Training needs

In addition to training in health and safety systems, workers (staff members and contractors) should be trained according to the work tasks that they are undertaking and equipment they are expected to use. The Hazard and Risk Register should be reviewed with the new staff members to help identify training needs in relation to their specific roles, tasks or areas of work (e.g. working at heights, PPE, equipment).

#### Refresher Training

It is important to provide refresher training for long term staff members. Some courses have licenses or certificates (e.g. first aid training, work at height) that require renewal after a certain period of time. A “bring up” reminder system for due training will help keep training up to date.

In the event an employee deviates from policies/procedures following training, this should be managed with further education/awareness sessions. The employee should be supervised until deemed competent and monitored for a period to ensure work practises remain safe.

## 1.4 Incident Management

### Incident Notification and Register

All staff members and KPRA members are expected to notify the KPRA Manager of an incident (accident or near miss event) during work or in common areas, with details of the incident documented on the 'Incident Report' template. The manager will maintain an Incident Register and will ensure that a copy of the current hazards will be kept at the KPRA office.

Refer: [KPRA Health and Safety Handbook \(Section 3\(b\)\) – KPRA Staff Handbook for incident reporting and investigation templates](#)

### 1.4.1 Notifiable Event

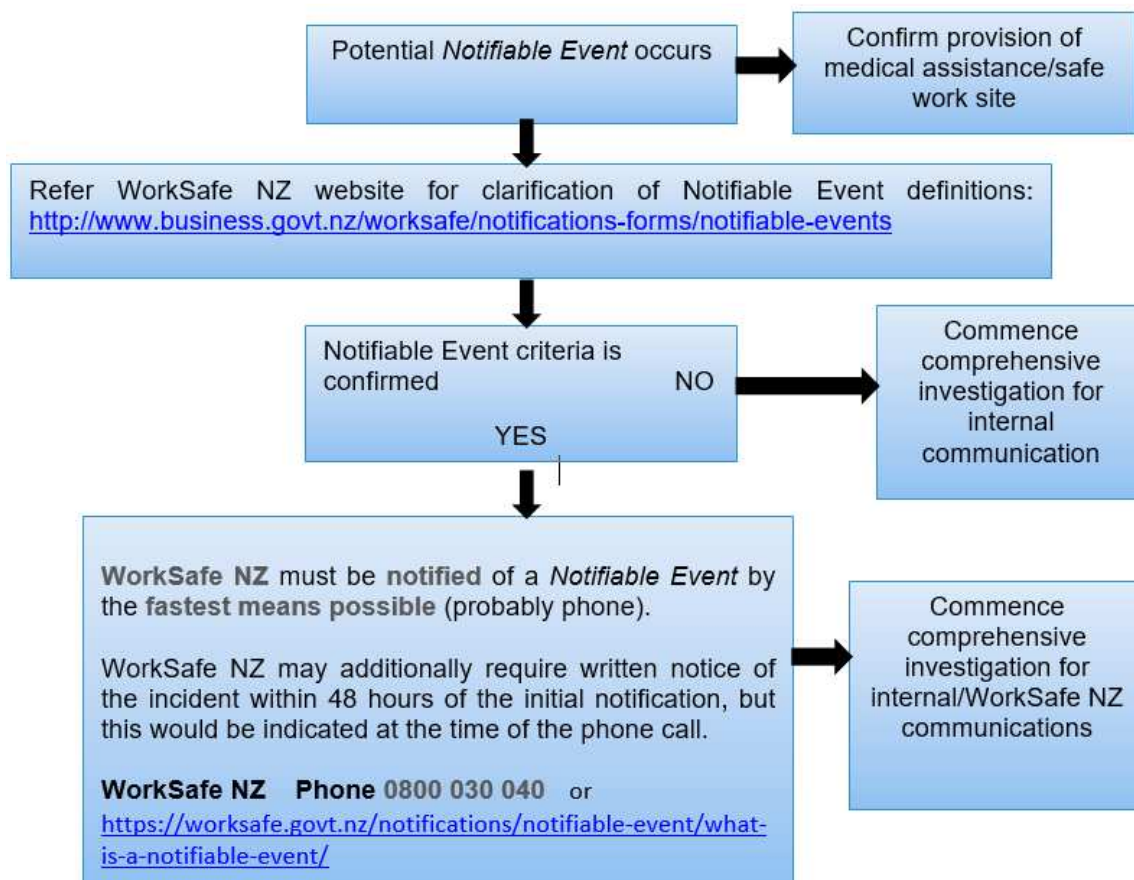
The KPRA must notify the regulator, WorkSafe, whenever a notifiable event occurs. This section provides information about what a notifiable event is, what the KPRA needs to do if a notifiable event occurs, and where responsibilities lie.

A notifiable event is any of the following events that arise from work:

- a death
- a notifiable illness or injury or
- a notifiable incident.

Only serious events are intended to be notified. These trigger requirements to preserve the site, notify the regulator and keep records.

Figure 1: Notifiable Event Flowchart



All injuries or illnesses which require a person to be admitted to hospital for immediate treatment are notifiable. [WorkSafe](#) provide the following table on examples of a notifiable injury.



**Table 2: Examples of a Notifiable Injury**

TRIGGER	EXAMPLES
An injury that requires or would usually require someone to be admitted to hospital for immediate treatment	<p>'Admitted to hospital' means being admitted to hospital as an in-patient for any length of time.</p> <p>Being admitted to hospital doesn't include being taken to hospital for out-patient treatment by the hospital's A&amp;E department, or for corrective surgery at a later time, such as straightening a broken nose.</p>
The <b>amputation of any part of the body</b> that requires immediate treatment other than first aid	<p>This would include amputation of:</p> <ul style="list-style-type: none"> <li>• a limb (e.g. an arm or leg)</li> <li>• other parts of the body (e.g. hand, foot, finger, toe, nose, ear)</li> </ul>
A <b>serious head injury</b> that requires immediate treatment, other than first aid	<ul style="list-style-type: none"> <li>• fractured skull</li> <li>• head injury that results in losing consciousness</li> <li>• blood clot or brain bleed</li> <li>• damage to the skull that may affect organ or facial function</li> <li>• temporary or permanent memory loss from a head injury.</li> </ul>
A <b>serious eye injury</b> that requires immediate treatment, other than first aid	<ul style="list-style-type: none"> <li>• injury that results in, or is likely to result in, the loss of an eye or vision - total or partial</li> <li>• injury caused by an object entering the eye (eg metal fragment or wood chip)</li> <li>• contact with any substance that could cause serious eye damage.</li> </ul> <p>Does not include exposure to a substance or object that only causes discomfort to the eye.</p>
A <b>serious burn</b> that requires immediate treatment, other than first aid	<p>A burn that needs intensive or critical care such as a compression garment or skin graft.</p> <p>Does not include a burn treatable by washing the wound and applying a dressing.</p>
A <b>spinal injury</b> that requires immediate treatment, other than first aid	<ul style="list-style-type: none"> <li>• injury to the cervical, thoracic, lumbar or sacral vertebrae, including discs and spinal cord.</li> </ul> <p>Does not include back strain or bruising.</p>
Loss of a <b>bodily function</b> that requires immediate treatment, other than first aid (eg, through electric shock or acute reaction to a substance used at work)	<p>Loss of:</p> <ul style="list-style-type: none"> <li>• consciousness (includes fainting due to a work-related cause e.g. from exposure to a harmful substance or heat)</li> <li>• speech</li> <li>• movement of a limb (e.g. long bone fractures)</li> <li>• function of an internal organ</li> <li>• senses (e.g. smell, touch, taste, sight or hearing).</li> </ul> <p>Does not include:</p> <ul style="list-style-type: none"> <li>- fainting not due to a work-related cause</li> <li>- a sprain, strain or fracture that does not require hospitalisation (except for skull and spinal fractures).</li> </ul>
Serious <b>lacerations</b> that require immediate treatment, other than first aid	<ul style="list-style-type: none"> <li>• serious deep cuts that cause muscle, tendon, nerve or blood vessel damage, or permanent impairment</li> <li>• tears to flesh or tissue - this may include stitching or other treatment to prevent loss of blood or bodily function and/or the wound getting infected.</li> </ul> <p>Does not include:</p> <ul style="list-style-type: none"> <li>• superficial cuts treatable by cleaning the wound and applying a dressing</li> <li>• lacerations that only require a few stitches a GP</li> <li>• minor tears to flesh or tissue.</li> </ul>

<b>Skin separating from an underlying tissue</b> (degloving or scalping) that requires immediate treatment, other than first aid	Skin separating from underlying tissue where the tendons, bones, or muscles are exposed.
--	--

A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of staff members or others to a serious risk arising from immediate or imminent exposure to:

- a substance escaping, spilling, or leaking
- an implosion, explosion or fire
- gas or steam escaping
- a pressurised substance escaping
- electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
- the fall or release from height of any equipment, substance, or thing
- damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or any shoring supporting an excavation
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- a collision between two vessels, a vessel capsizes, or the inrush of water into a vessel
- any other incident declared in regulation to be a notifiable incident.

Notifiable incidents do not include controlled activities that form part of the business or undertaking (e.g. the controlled release of water from a dam).

A notifiable incident is where someone's health or safety is seriously endangered or threatened. People may be put at serious risk even if they were some distance from the incident (eg from a gas leak).

A notifiable incident also covers the incidents specified above which may have only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death.

[Refer: KPRA Health and Safety Handbook \(Section 3\(b\)\) – KPRA Staff Handbook for further information on the incident reporting and investigation process.](#)

## 1.5 Emergency Management

In the event of any emergency or natural disaster, prompt action will be required to ensure that risk of injury or harm is minimised and that damage or loss is also kept to a minimum.

During site work, it is the responsibility of each employee or contractor to identify the specific emergency evacuation requirements specific to that site, BEFORE the commencement of work.

### Priorities will be:

1. Preventing injury or harm to any persons on site
2. Providing assistance to any person who has suffered an injury or harm
3. Minimising damage to the environment
4. Minimising damage to equipment or product
5. Minimising any other losses

### Possible Types of Emergencies:

1. Fire in the workplace
2. Earthquake
3. Medical emergency
4. Security risk
5. Chemical Spill or Gas leak
6. Flood or Pandemic

Refer: *KPRA Health and Safety Handbook (Section 3(b)) – to further outline emergency response information for KPRA Staff*

### First Aid

The Manager is responsible for:

- ensuring appropriate first aid supplies are provided in the pool house entry foyer and gym wall
- ensuring that first aid supplies are accessible to staff members at the storage containers in the yard and in the staff lunchroom facilities
- ensuring all vehicles have first aid kits and appropriate PPE
- ensuring staff members hold appropriate first aid certificate or other equivalent qualification

### AED/Defibrillator

KPRA has a Defibrillator positioned inside the front door of the poolhouse for member use. FOB access is required to enter the pool house building. Once you open the defibrillator equipment, the machine will talk you through the procedure of use. Please ensure you notify the KPRA Manager immediately when defibrillator has been used to ensure that replacement parts are installed.

## 1.6 Hazardous Substances Management

KPRA management shall ensure the following regulatory requirements are implemented:

- **Identification** and **assessment** of all hazardous substances is to be conducted by appropriately trained staff members. High risk substances will be eliminated or substituted for lower risk substances where possible
- **Inventory:** A *Hazardous Substances Inventory* shall be maintained to record all hazardous substances (regardless of quantity), stored and used at work sites. The inventory shall be reviewed annually or as new substances are introduced to the workplace.

Refer: *KPRA Health and Safety Manual (Section 3(b)) – KPRA Staff Handbook for Hazardous Substance Inventory template.*

#### POINT OF NOTE

The inventory shall be readily accessible to emergency services staff members.

- **Safety Data Sheets (SDS):** All staff members handling hazardous substances shall have access to SDS (available from the supplier) at the site of use (or within 10 minutes of use). SDS shall meet NZ compliance requirements and have an issue date not exceeding 5 years.
- **Labels:** All hazardous substances shall be clearly labelled. This includes the generic name of the substance (and chemical ingredient details) and standardised pictograms. *Any container which is used for decanting or transferral must also be clearly labelled.*
- **Signage:** Place signs at key points such as entranceways, and on buildings, or in outdoor areas, where substances are used or stored. They should be clearly visible and let staff members and emergency service responders know that hazardous substances are present.
- **Storage:** All hazardous substances will be stored and transported safely. Considerations shall include:
  - checking integrity of storage containers
  - ensuring incompatible substances are stored separately
  - ensuring larger/heavier containers are stored below waist height
  - securing devices available for safe transportation in vehicles

- secondary containment (e.g a plastic tray) shall be provided for all hazardous substances with the potential to spill or leak.
- **Disposal:** Any disposal of unwanted hazardous substances shall be in accordance with information outlined in the SDS and applicable environmental legislation. Disposal shall be undertaken by staff trained in the appropriate recommended procedure.
- **Worker training:** Employees with potential for exposure to hazardous substances shall be provided with appropriate **education and training** on the nature of hazards and means of assessing and controlling exposure to workplace hazardous substances. They shall also be made aware of safe handling and PPE requirements and first aid/emergency responses in the event of a spill.
- **Emergency responses:** Spill kits (including PPE) shall be available for prompt management of chemical spills. SDS shall be reviewed for other substance specific emergency response requirements. Emergency Services and other relevant public authorities shall have access to relevant information on workplace hazardous substances if the need arises.

## 1.7 Contractor Management

Contractor activity on site must be controlled so that work is pre-planned and safe methodologies are used.

### 1. Scope the work required

Consider the following:

- What work is involved?
- What hazards and risks are associated with the work?
- Assess the level of risk - Low, Medium, High?
- What are the minimum qualifications required?
- What equipment will be required?
- How will the works impact other operations and resident activities?

### 2. Contractor selection

Consider:

- attitude towards health and safety and reputation
- safety records
- compliance with Codes of Practice and Standards
- capability and qualifications to perform work
- supervision of staff
- subcontractor selection and management
- insurance cover

Upon selection, [refer KPRA Health and Safety Manual - Section 4: Contractor Activities](#)

This outlines legislative and procedural expectations for the Contractor to abide by - to be reviewed and signed off by the KPRA contact and Contractor

- Ensure that all items in this document can and do happen as required
- Verify worker competencies - visual sighting of certificates, permits or licences applicable to the contracted work should occur for high risk works.

### 3. Information and induction

- Complete a risk assessment before work commences
- KPRA will communicate identified hazards and risks to the contractor as required, before the job commences and/or during a site induction, to facilitate planning of safe work
- The Contractor will discuss/submit plans to the KPRA contact for safely performing tasks, before commencement of work. READ THE PLAN to ensure it is relevant to the project and addresses all risks

This documentation may include:

- a Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Task Analysis – detailing the steps of the job, associated hazards and how these will be controlled
- a Site-Specific Safety Plan (for larger projects where the work scope requires it) – this must be signed by the contractor and management company before work starts

A Safe Work Method Statement need not be provided by repeat contractors, but should routinely be reviewed by the contracted staff members and KPRA representative before work commences to identify any changes to the environment or work practices.

A Contractors Induction must be completed with the contractor by the management company (or nominated committee member).

*Refer Section 4 - Appendix 10: Contractor Induction Checklist*

### 4. Supervision

- The degree of contractor supervision will depend on the level of risk.
- The performance of high risk tasks should be monitored to ensure compliance with the agreed safety management plan.

### 5. Handover and Evaluation of Performance

Upon completion of work, the contractor shall communicate with the KPRA site contact to provide an opportunity to review the work and relay job specific information.

An annual review of general contractor performance for regular contractors should be undertaken.

To facilitate the review process refer to *KPRA Health and Safety Manual – Section 4: Contractor Activities*

#### ***The following points may be considered:***

- Does the contractor continue to comply with relevant legislation/codes of practice, standards and procedures?
- Has the safety management plan been complied with and is the contractor working in a safe and professional manner?
- Is the contractor supervising and managing sub-contractors to a satisfactory level?
- Does the contractor continue to have a satisfactory incident record?
- Does the contractor continue to have satisfactory hazard identification and control processes?
- Does the contractor maintain procedures to deal with emergency response?
- Is the contractor *consulting, cooperating and coordinating* activities with KPRA and other PCBU's?
- Is the contractor supplying updates and raising concerns to the KPRA contact?

### Overlapping Duties

Where there are multiple PCBU's working alongside each other (e.g KPRA employees working alongside contracted employees), each PCBU has an obligation to ensure the health and safety of others through ***consulting, cooperating and coordinating activities*** with one another. This will primarily be achieved via routine and robust communication systems regarding risk management.

*Refer: KPRA Health and Safety Handbook for Contractors (Section 4) – to further outline contractor management processes and requirements.*

## 1.7 Events

An event (for social, education or entertainment purposes) within Kensington Park common facilities that is approved by the Committee requires to be run in compliance with the Health and Safety Policy and Procedures Manual.

KPRA officials (committee members and management staff), event organisers and staff members are responsible for following safe-work practices and for developing/adapting forms and procedures contained in the Health and Safety Policy and Procedures Manual over event health and safety, including an Event Checklist.

Event organisers must advise the Committee of:

- the event or activity (description)
- the location
- the date and time
- the responsible person (with contact details)
- a schedule of risks seen to be associated with the activities
- a schedule of the remedies and controls to be applied to mitigate the risks
- a schedule of KPRA equipment (including safety devices) requested for use at the event.

Organisers are required to ensure that:

- patrons are advised as to any existing risks or emergency actions applying to the event on the site
- any person responsible for the operation of equipment is properly trained
- a person is designated as being responsible for the health and safety of all persons at the event
- all equipment is decommissioned and stored appropriately after use and that any defects are reported to the Committee
- the event location is returned to a safe and tidy condition. Any hazards are to be immediately reported to the Manager and, if appropriate, to the Head Gardener in the case of broken glass.

Prior to erecting tents or marquees on lawn areas, the assistance of the gardening staff is to be sought to ensure that pegs or stakes do not injure the irrigation system.

## Checklist for Event Planners

### This checklist is to be completed by event planners annually

Use this checklist to guide discussion with all involved parties when planning an event

I have read and understood the KPRA Health and Safety Policy.		
I have discussed the event details, potential hazards and planned measures to control them, with the lead contractors/organisers.		
The companies involved with the event have supplied a documented safety plan appropriate to the risks they are introducing, as a record to meet their risk management obligations.		
If I become aware of a hazard, I will deal with the issue immediately, inform a supervisor/KPRA representative, or record the hazard on the sheet on the notice board. Where appropriate PPE will be used to further promote safety.		
I understand that everyone has a responsibility to work in a safe manner to avoid endangering themselves or others who might enter this Kensington Park. Safety is paramount.		
If an accident/ near miss occurs - the details must be written up in the site accident register. A supervisor/ KPRA Manager will be approached to report and record the incident.		
I understand who the emergency officers and first aiders are. I have been informed of the location of the evacuation point.		
I have been shown the site amenities - toilet, Health and Safety notice board, and first aid.		
The site's drug / alcohol / smoking policies have been clearly explained.		
<p><b>Contractors section:</b></p> <p>We understand that our residents and contractors will be properly trained and totally competent to carry out the tasks.</p> <p>We understand that all relevant permits/ certification will be put in place prior to commencing work.</p> <p>Refer <i>KPRA Health and Safety Handbook for Contractors (Section 4)</i></p>		
<b>Signed and dated by the BC event organiser</b>		
<b>Signed and dated by the KPRA Manager</b>		

- To be completed by event planners / organisers. To be supplied to the Management Committee, along with other planning documents when requested.



Kensington Park

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RESIDENTS' ASSOCIATION

**Health and Safety Manual**  
**KPRA Staff Policies**  
Section 3(a)



## **IMPORTANT**

### **SPEAK UP IF YOU IDENTIFY A HEALTH AND SAFETY ISSUE**

If work day activities are considered unsafe, these tasks are to be stopped and the issues of concern immediately reported to your immediate supervisor. This may be the KPRA Manager, Head Gardener or Facilities Maintenance Manager; depending on the instructions provided to you in your induction. This will allow for a prompt investigation into the matter and resolution of the hazardous work prior to the recommencement of the activity.

Staff Members are directed to take good care of themselves and all others.

#### **Note:**

**Reference to *Supervisor* throughout this document will be taken to mean either the Head Gardener or the Facilities Maintenance Manager, depending from whom you have received instruction on that particular day.**

Further reporting to the KPRA Manager will only take place if neither of the above supervisors are available at the time of the hazard / risk identification or incident / emergency situation.

	<b><i>Contents</i></b>
1.0	Health and Safety Objectives
2.0	Individual Code of Conduct – Health and Safety
3.0	Use of Vehicles Policy and Code of Conduct
4.0	Staff Member Health and Safety Responsibilities
5.0	Engagement and Participation in Health and Safety

## **TABLE OF ABBREVIATIONS**

KPRA	Kensington Park Residents Association	
HSWA	Health and Safety at Work Act	
PCBU	Person Conducting Business or Undertaking	
PPE	Personal Protective Equipment	

## 1.0 Health and Safety Objectives:

To ensure a safe and healthy work and living environment, management will:

- Set health and safety objectives and relate these to standard work criteria for managers and staff members.
- Annually review health and safety objectives and performance.
- Actively encourage the accurate and timely reporting and recording of all injuries and incidents, including near miss events.
- Investigate all reported accidents and incidents to ensure all contributing factors are identified and appropriate corrective action is taken.
- Ensure that all staff members are made aware of the hazards in their work area and are adequately trained and equipped to enable them to perform their duties in a safe manner.
- Encourage staff members to participate in all matters relating to health and safety.
- Promote a system of continuous improvement, including the bi-annual review of policies and procedures.
- Meet our obligations under the Health and Safety at Work Act 2015, associated Regulations, and any relevant Codes of Practice, Standards or Guidelines.
- Every manager and supervisor has a responsibility for the health and safety of those staff members working under their direction. This will include:
  - Ensuring machinery and equipment is safe and is used safely.
  - Ensuring that staff members are adequately trained and supervised for the work undertaken.
- Each staff member is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Participation in health and safety training and following safe work Practices.
  - The early reporting of any pain and discomfort.
  - Ensuring all incidents, injuries and hazards are reported to the appropriate person.
  - Participating in a return to work programme if applicable.
- Each staff member is encouraged to familiarize themselves with this Health & Safety Policy, and to assist in maintaining a safe environment.

## 2.0 Individual Code of Conduct: Health and Safety

<p><b>Introduction</b></p>	<p>Health and Safety is everyone's concern and together the team can try to ensure injuries and / or work related illnesses do not occur.</p> <p>The system outlined in this handbook and the Health and Safety Manual reflects KPRA's commitment to the wellbeing of their staff members, contractors and the public.</p> <p>All workers (staff members, volunteers and contractors) are expected to share this commitment to Health and Safety.</p>
<p><b>Policy</b></p>	<p>All staff members must work with Management to ensure that they do everything reasonably practicable to protect their own health and safety and that they do not harm others through their actions or by failing to act.</p> <p>A staff member must not perform any task or activity if it is likely to cause serious harm to anyone. If a staff member has any doubts about the safety of anything, the staff member must STOP and seek advice.</p> <p>Staff members of KPRA will be encouraged to rehabilitate and return to work as soon as it is safe to do so.</p>
<p><b>General Compliance</b></p>	<p>Each staff member must:</p> <ul style="list-style-type: none"> <li>• Comply with the KPRA's Health and Safety Policy</li> <li>• Follow all safety procedures documented in our Health and Safety Manual/Handbook and observe safe work practices.</li> <li>• Wear all appropriate personal protective equipment and take care of such equipment issued to them.</li> <li>• Ensure that all equipment is safe to use and that the correct safety devices are used by the application of regular checking.</li> <li>• Only undertake tasks or use equipment if they have been trained to do so, or if they are being actively supervised by someone trained to use that equipment, product or undertake the task.</li> <li>• Never work under the influence of alcohol or drugs.</li> <li>• Participate in any required health monitoring dependent on exposure risks.</li> </ul>

## 2.0 Individual Code of Conduct: Health and Safety continued...

<p><b>Hazard Compliance</b></p>	<p>Each staff member must:</p> <ul style="list-style-type: none"> <li>• Work with management to identify all hazards and ways of controlling them.</li> <li>• Continuously check the control measures are effective and report to their immediate supervisor if issues are identified.</li> <li>• Read, understand, complete and sign any documentation required for Hazard Identification and Management.</li> <li>• Report any unsafe acts by employees, contractors, volunteers or the public.</li> <li>• If possible take immediate steps to control hazards identified and / or stop work until the hazard has been managed. If you have any doubts or concerns contact your immediate supervisor or the KPRA Manager immediately.</li> <li>• Keep work areas tidy and well organized.</li> <li>• Ensure that vehicles, equipment and chemicals are secure at all times.</li> <li>• Ensure first-aid supplies, mobile phones and emergency contact numbers are available at each worksite.</li> </ul>
<p><b>Accident / Incident Compliance</b></p>	<p>Each staff member must:</p> <ul style="list-style-type: none"> <li>• Immediately report any accident, incident or near miss they are involved in or witness to their immediate supervisor or the KPRA Manager.</li> <li>• Be aware that Contractors must notify the KPRA Manager immediately if a serious accident has occurred or a significant hazard exists.</li> <li>• Provide early reporting of any pain or discomfort encountered whilst working.</li> <li>• Complete any documentation required in the Accident/ Incident Reporting Procedures.</li> </ul>
<p><b>Injury Management Compliance</b></p>	<p>Each staff member must:</p> <ul style="list-style-type: none"> <li>• Seek appropriate medical treatment and complete the appropriate mandatory documentation.</li> <li>• Keep Management informed as to the diagnosis, any treatment prescribed and likely restrictions to work.</li> <li>• Participate in suitable return to work programmes.</li> </ul>

Failure to follow these rules, may result in dismissal or loss of contract.

### 3.0 Use of Motor Vehicles Policy and Code of Conduct

"Motor vehicle" in this context to include any motorized equipment designed and used for public roadways or footpaths or any other area which provides for open public uses.

<p><b>Introduction</b></p>	<p>The aim of this policy is to promote safe driving and minimize the risk of accidents and incidents.</p>
<p><b>Policy</b></p>	<ul style="list-style-type: none"> <li>• To maintain all Company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants and other road users at all times.</li> <li>• To ensure that staff members driving company vehicles demonstrate safe driving and other good road safety habits at all times when driving.</li> <li>• To investigate all incidents / accidents involving motor vehicles.</li> </ul>
<p><b>Vehicle Compliance</b></p>	<p>All vehicles used for work must:</p> <ul style="list-style-type: none"> <li>• Be road worthy.</li> <li>• Have a current Warrant of Fitness (where applicable).</li> <li>• Have sufficient prepaid road user charges (where applicable).</li> <li>• Have a first aid kit, fire extinguisher, torch and emergency triangle (when off site).</li> <li>• Have a copy of this KPRA Staff Health and Safety Handbook, including copies of forms required for):             <ul style="list-style-type: none"> <li>- Hazard Identification</li> <li>- Incident Reporting</li> <li>- Landscape Operations Logbook, which is available at the Landscapers Site Office (when operated off site).</li> </ul> </li> <li>• Be regularly serviced in line with manufacturers specifications and that this is recorded in the vehicle handbook.</li> </ul>

<p><b>Driver Compliance</b> <b>(In accordance with daily inspection schedules)</b></p>	<p>While driving company vehicles, staff members must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on company business. Specifically staff members will:</p> <ul style="list-style-type: none"> <li>• Have a current driver’s license for the class of vehicle they are driving and must notify their supervisor immediately if this has been suspended, or had limitations placed upon it.</li> <li>• Drive within the legal speed limits, including driving for the conditions and follow the rules of the road code.</li> <li>• Pay any fines relating to a driving or parking infringement notices incurred when they are using the vehicle.</li> <li>• Wear a safety belt at all times on the road.</li> <li>• Complete the vehicle log book when service and repairs are applied.</li> <li>• Check the oil, radiator and battery levels and tyre pressure of company vehicles they regularly use at least monthly and record this in the vehicle log book.</li> <li>• Report vehicle defects to their supervisor before the next vehicle use.</li> <li>• Keep vehicles clean and tidy.</li> <li>• Ensure that vehicles are locked and valuables are removed when the vehicles are not in use.</li> <li>• Not use mobile phones while driving.</li> <li>• Not smoke in company vehicles.</li> <li>• Follow the crash procedure outlined in this policy.</li> <li>• Report any near hits, crashes and scrapes to their supervisor, including those which do not result in injury to undertake driver training as required.</li> </ul> <p><b>NOTE: Breaches of this code will be regarded as serious, and dismissal may be a consequence.</b></p>
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## 4.0 Staff Health and Safety Responsibilities

### *Head Gardener*

- Provide leadership and direction in matters of health and safety.
- Provide routine opportunities to engage with Staff Members to collectively review and plan actions to continuously improve the management of health and safety risks and performance.
- Maintain a Hazard Register and regularly review this with Staff Members.
- Ensure all new staff members complete the induction process, gain familiarity with KPRA policies and procedures and are provided with appropriate training and equipment for their role.
- Ensure staff members are adequately experienced or have the training and supervision required to maintain safe practices while performing work tasks.
- Ensure all new equipment, products or services are evaluated and risk assessed before being introduced into the workplace.
- Procure scheduled chemicals and fertilizers and maintain safe practice for storage, application and disposal.
- Ensure all appropriate PPE is available, maintained and in clean and effective condition.
- Assign tasks and monitor use of PPE of all workers (staff members and volunteers).
- Investigate all reported hazards and incidents with selected Staff Members and share learnings and corrective actions with staff members.
- Immediately report potential Notifiable Events to the KPRA Manager, for further reporting to WorkSafe.
- Maintain a register of incidents and controlling documentation.
- Oversee Volunteers and manage as per any staff member.
- Hold current First Aid Certificate and Working at Heights Safety Certificate.

## **Grounds Staff Members**

- Work safely at all times and follow Health and Safety Policies and Procedures.
- Active involvement with hazard identification, assessment of risks and implementation of controls.
- Participate in workplace discussions and meetings to collaborate in the review and planning of continuous improvement initiatives.
- Participate in task specific and general training as required.
- Maintain all PPE in clean and effective condition and report any damage or faults immediately to the Head Gardener / Facilities Maintenance Manager.
- Report all incidents, accidents or near misses and participate in investigations as required.
- Participate in rehabilitation programmes.

## **Volunteers**

- If you're a volunteer you must take reasonable care of your own safety and take care not to do anything which could harm another person.
- You should follow all reasonable safety instructions given to you by your immediate supervisor, so that they can comply with their obligations under Health and Safety at Work Act 2015 and its regulations (these are the duties of other persons at workplaces).
- If you're a volunteer worker, you have the same health and safety duties as paid workers.
- In addition to the duties above you must also co-operate with any reasonable health and safety policy or procedure made available to you by KPRA.

Some steps you can take include:

- only doing tasks that have been assigned to you
- only doing tasks that you have been trained to do or are familiar with
- not doing tasks that you think are unsafe
- reporting new hazards and risks to the Head Gardener / Facilities Coordinator
- being familiar with the KPRA's health and safety policies and rules
- providing feedback on health and safety issues
- using any personal protection equipment that is provided (e.g. High Visibility vests, gloves)
- checking that any equipment or tools you are about to use are in good condition and safe

### [Incident or injury while working?](#)

If you are involved in an incident or experience an injury while performing voluntary work, report this to your immediate supervisor as soon as possible.

## **Contact Phone Numbers**

Robyn Wilson (KPRA Manager)

0225830025



## 5.0 Engagement and Participation in Health and Safety

The management of KPRA recognizes staff member involvement is essential for the development and implementation of effective health and safety management systems. Staff member involvement is expected and actively encouraged.

Kensington Park work is undertaken in a wide range of parks and reserves, and many aspects of the working environment and associated hazards are changing frequently. KPRAs need to be constantly assessing and re-assessing the hazards and how to control them. Health and Safety is a critical element in the day- to-day running of the business and everyone needs to participate in this.

Because we are a small team, staff members are encouraged to raise any health and safety concerns or make suggestions for improvements either to their immediate supervisor or the KPRA Manager.

Staff members are encouraged to ask for information about any health and safety issues they might have from either their immediate supervisor or the KPRA Manager.

To ensure that health and safety matters are given formal consideration there are regular health and safety meetings. These meetings are held at three monthly intervals or sooner if needed in response to significant changes or critical events. Tailgate meetings are held daily or as required.

*Specific forums for participation in Health and Safety Management include:*

- All supervisors and managers must attend the quarterly Health and Safety meeting.
- All staff members will participate in Tailgate meetings (site meetings which are held immediately prior to the commencement of daily work where duties are defined and any relevant hazards discussed) with regard to site specific health and safety issues.

An annual review of Health and Safety Management Systems will be undertaken and this will include management and at least one staff member representative (elected by the other staff members at the health and safety meeting prior to the review).

Records will be retained of all meetings. These must be sent to KPRA, along with timesheets, so they can be filed.

*Monthly Reporting for Head Gardener / Facilities Maintenance Manager to KPRA Manager:*

1. Number of Toolbox Meetings (weekly)
2. Incidents (Schedule)
3. Near Miss Events (Schedule)
4. Lost Time - Hours/ Days
5. Training Events
6. Suspected Hazards

I agree that I have read and understood the Policies within Section 3(a) of the KPRA Health & Safety Manual.

**Signed on behalf of the Staff Member by:**

Name:

Position:

Signature:

Date:        /        /

**Signed on behalf of KPRA by the Manager.**

Name:

Position:

Signature:

Date:                    /    /



Kensington Park

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RESIDENTS' ASSOCIATION

**Health and Safety Manual**  
**KPRA Staff Handbook**  
Section 3(b)

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1.0	Health and Safety Objectives
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10.0	Swimming Pool Emergency Action Plan

## TABLE OF ABBREVIATIONS

KPRA	Kensington Park Residents Association	
HSWA	Health and Safety at Work Act	
PCBU	Person Conducting Business or Undertaking	
EAP	Emergency Action Plan	
SWMS	Safe Work Method Statement	
JSA	Job Safety Analysis	
ACC	Accident Compensation Corporation	
SDS	Safety Data Sheet	

## Introduction to this Handbook

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This handbook has been prepared to give all KPRA Staff Members an introduction to the Health and Safety processes.

Copies of the Health and Safety Manual are available at the KPRA Office. Comments and feedback for improvements are appreciated and where appropriate will be considered at any review of policies and procedures.

The following Health and Safety handbook and information is applicable to different KPRA worker groups and staff members. Cross referencing across the suite of documents is designed to reduce unnecessary duplication and increase the ease with which to access information if required.

- KPRA Health and Safety Manual – Section 1: Introduction & Policy
- KPRA Health and Safety Manual – Section 2: Committee & Manager Activities
- KPRA Health and Safety Manual – Section 3(a): KPRA Staff Policies
- KPRA Health and Safety Manual – Section 3(b): KPRA Staff Handbook
- KPRA Health and Safety Manual – Section 3(c): Reporting Templates
- KPRA Health and Safety Manual – Section 4: Contractor Activities

### **IMPORTANT**

#### **SPEAK UP IF YOU IDENTIFY A HEALTH AND SAFETY ISSUE**

If work day activities are considered unsafe, these tasks are to be stopped and the issues of concern immediately reported to management (being your immediate supervisor – Head Gardener or Facilities Maintenance Manager; or the KPRA Manager). This will allow for a prompt investigation into the matter and resolution of the hazardous work prior to the recommencement of the activity.

Staff Members are directed to take good care of themselves and all others.

#### **Note:**

**Reference to *Supervisor* throughout this document will be taken to mean either the Head Gardener or the Facilities Maintenance Manager, depending from whom you have received instruction on that particular day.**

Further reporting to the KPRA Manager will only take place if neither of the above supervisors are available.

## 1.0 Health and Safety Objectives:

To ensure a safe and healthy work and living environment, management will:

- Set health and safety objectives and relate these to performance criteria for managers and staff.
- Annually review health and safety objectives and performance.
- Actively encourage the accurate and timely reporting and recording of all injuries and incidents, including near miss events.
- Investigate all reported accidents and incidents to ensure all contributing factors are identified and appropriate corrective action is taken.
- Ensure that all Staff Members are made aware of the hazards in their work area and are adequately trained and equipped to enable them to perform their duties in a safe manner.
- Encourage Staff Members to participate in all matters relating to health and safety.
- Promote a system of continuous improvement, including the bi-annual review of policies and procedures.
- Meet our obligations under the Health and Safety at Work Act 2015, associated Regulations, and any relevant Codes of Practice, Standards or Guidelines.
- Every manager and supervisor has a responsibility for the health and safety of those Staff Members working under their direction. This will include:
  - Ensuring machinery and equipment is safe and is used safely.
  - Ensuring that Staff Members are adequately trained and supervised for the work undertaken.
- Each Staff Member is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Participation in health and safety training and following safe work Practices.
  - The early reporting of any pain and discomfort.
  - Ensuring all incidents, injuries and hazards are reported to the appropriate person.
  - Participating in a return to work programme if applicable.
- Each Staff Member is encouraged to familiarize themselves with this Health & Safety Policy, and to assist in maintaining a safe environment.

## 2.0 Hazard and Risk Management

All Hazards and Risks must be reviewed annually at a minimum

<p><b>Introduction</b></p>	<p>Hazard management involves the systematic identification, assessment and management of actual and potential hazards in the workplace.</p> <p>It is a requirement of the Health and Safety at Work Act 2015 (HSWA).</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p style="color: blue;">Refer: KPRC Health and Safety Manual - Section 1.0 Health and Safety at Work Act</p> </div>
<p><b>Policy</b></p>	<p>Management, Staff Members and Contractors will be active in all aspects of hazard management, and will be required to complete hazard management documentation.</p> <p>This involves:</p> <ul style="list-style-type: none"> <li><b>Identification</b> of all the hazards in worksites, tasks, equipment and products</li> <li><b>Assessment</b> of the significance of hazards. Those rated as "significant hazards" must be addressed first.</li> <li><b>Management</b> of the hazards using the Hierarchy of Controls</li> <li><b>Monitoring and Review</b> of the effectiveness of controls</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p style="color: blue;">Refer: Appendix 3</p> </div>
<p><b>Action</b></p>	<p>To comply with this policy; hazards must be identified, assessed and dealt with by eliminating, or minimizing the hazards before work is undertaken. This must occur when:</p> <ul style="list-style-type: none"> <li>• New equipment, or products are introduced</li> <li>• New tasks or processes are introduced</li> <li>• New people are involved</li> <li>• There is a new worksite</li> <li>• There has been a critical event, accident or near miss</li> <li>• A sub-optimal result from health monitoring</li> <li>• A worker (Staff Member, contractor or volunteer) or other observer has a concern</li> </ul>

## Hazard Identification

### Definitions

*Hazard* – Any actual or potential cause of harm to individuals or property

*Risk* - the likelihood certain consequences (death, injury, or illness) occur when a person is exposed to a hazard

There are a number of ways to systematically identify hazards in a workplace. These may include:

- Job hazards identified during the start of day Tailgate meetings
- Planned inspections and walkarounds
- Task analysis
- Evaluation of new/modified equipment, material, services or processes
- Analysis of injury trends or following an incident investigation
- Ad hoc identification

**Refer: Appendix 2 Hazard Notification Form**

All identified hazards and controls are recorded in the **Hazard Register**.

**Refer: Appendix 3 Hazard and Risk Register Template**

## Hazard and Risk Assessment

Once the hazards are identified, assess the level of risk for each. This is a great time to talk to the Staff Members, as they are the greatest source of information during the risk assessment process.

They know and understand the jobs, how they can suffer potential harm and the controls that are/aren't working. Your Staff Members will often have great ideas for improvement. To work out the level of risk, determine how likely it is to occur and what the possible severity of injuries could be. Using a risk matrix like the one below is a useful guide. Refer Figure 1.

**RISK = LIKELIHOOD of Exposure x CONSEQUENCE (SEVERITY of Harm)**

*High or Extreme risks should be prioritised over Medium or Low risks*

		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING				
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
CONSIDER THE SEVERITY OF INJURY/ILLNESS	Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
	Superficial (e.g No Treatment Required)	Very Low	Very Low	Low	Low	Moderate



## Hazard and Risk Control

### Hierarchy of Controls

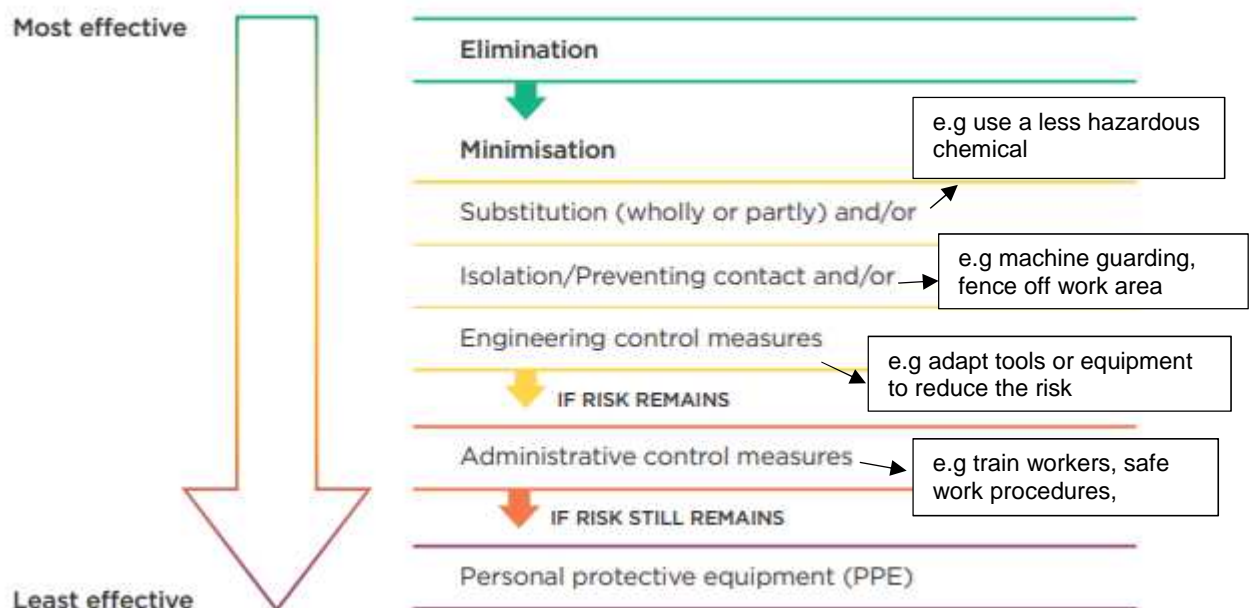
Where it is not reasonably practicable to *eliminate* risks, KPRa management will implement controls to *minimise* the risk to as low as reasonably practicable (ALARP). Refer Figure 2.

All control measures shall:

- Adequately control the risks
- Not create other risks
- Allow workers to do their work without undue discomfort or distress
- Be reviewed, and revised when required

**Figure 2.**

e.g. use a less hazardous chemical



### Personal Protective Equipment (PPE)

Your immediate supervisor will provide Personal Protective Equipment (PPE) identified as required to minimise hazards to workers (Staff Members and volunteers).

- The KPRa Manager is responsible for ensuring that the appropriate PPE is made available and that it conforms to the relevant NZ Standards.
- All Staff Members will be issued and trained on the use of PPE as part of their induction training.
- All Staff Members must wear the correct PPE for tasks undertaken. **Work is not to begin without the correct equipment.**
- Staff Members must make every effort to take good care of their PPE and must notify their immediate supervisor at once if their PPE is lost or damaged so it can be replaced.

- The Head Gardener / Facilities Maintenance Manager must ensure that Staff Members are complying with PPE requirements. Staff Members who do not have the correct PPE will not be able to work.
- Staff Members will be required to bring their PPE to Health and Safety meetings (3 monthly) so it can be inspected for damage and replaced if / when necessary.
- The Head Gardener / Facilities Maintenance Manager must ensure that volunteers to worksites are equipped with the correct PPE to minimise the hazards identified. Volunteers must not enter the worksite without the correct PPE.

**Refer: Table 1. Guide to PPE which must be worn to minimise particular hazards**

**Refer: Appendix 7: PPE Issue Record Template**

### **Monitoring**

1. *Environmental Monitoring* - may be required to determine the level of risk Staff Members are exposed to e.g. noise level testing, atmospheric testing for dust/chemical levels
2. *Health Monitoring* - will be required for Staff Members who are exposed to hazards found to be harmful to health e.g. excessive noise = hearing testing, excessive dust/chemical levels = lung function testing.

Information for the Staff Member and consent is required before health monitoring commences. The Staff Member is to be informed of all monitoring results and copies supplied if requested. Records are to be kept in a secure and confidential manner in Staff Member personnel files to align with the Privacy Act 2020.

### **Notifiable Works**

In the event of high level risk, management will be responsible for notifying WorkSafe NZ 24 hours before the commencement of work, using the **Notification of Particular Hazardous Work** form or registering the work online at:

<http://www.business.govt.nz/healthandsafetygroup/notifications-forms/particular-hazardous-work>

An example of high risk work initiated by KPRA contractors could be construction work above 5 metres. The contractor is responsible for the notification, but KPRA management should be aware of the requirement. The link outlines specific work risks meeting the notification criteria.

**TABLE 1: GUIDE TO PPE WHICH MUST BE WORN TO MINIMISE PARTICULAR HAZARDS:**

	Tree Trimming - Manual	Tree Trimming – Pole pruner	Chainsaw	Weedeater/multi tool	Hedge trimmer/Multi tool	Weedeater	Push Mower	Walker Mower	Tractor	Chem mixing 6.1D (Triclopyr mixing 6.1D)	Spraying 6.1D (Triclopyr)	Chem mixing 6.1E (Glyphosate Turbo 300)	Spraying 6.1E (Glyphosate Turbo 300)	Planting	Grinder, skill saw, drill, power tools	Dinghy	Work near roads	Loading or unloading near roads	Hand tools: spades, pitchforks, etc.
Safety Footwear	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓
Hearing Protection	✓	✓	✓	✓	✓	✓	✓	✓							✓				
Eye Protection (glasses or visor)	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓		✓				
Safety Helmet	✓	✓	✓																
Leg Protection				✓		✓													
Chainsaw Chaps	✓	✓	✓		✓														
Chainsaw Mitt			✓																
Respirator half face masks										✓ At all times	✓ At all times	✓	✓ When spraying in breathing zone						
Cotton Overall										✓	✓	✓	✓						
Nitrile Gauntlet Glove										✓	✓	✓							
Nitrile Glove													✓						
High-Vis Clothing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Life Jackets																✓			
Sunblock (when sunny)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ATV Helmet									✓ On Slopes										
Sun Hat				✓	✓	✓	✓	✓	✓		✓		✓	✓			✓	✓	✓
Leather Gauntlet Glove	✓																		

### 3.0 Hazardous Substances Management

KPRA management shall ensure the following regulatory requirements are implemented:

- **Identification and assessment** of all hazardous substances is to be conducted by appropriately trained Staff Members. High risk substances will be *eliminated* or *substituted* for lower risk substances where possible
- **Inventory:** A *Hazardous Substances Inventory* shall be maintained to record all hazardous substances (regardless of quantity), stored and used at work sites. The inventory shall be reviewed annually or as new substances are introduced to the workplace.  
**Refer: Appendix 4 Inventory template.**

**POINT OF NOTE**

The inventory shall be readily accessible to emergency services workers.

- **Safety Data Sheets (SDS):** All Staff Members handling hazardous substances shall have access to SDS (available from the supplier) at the site of use (or within 10 minutes of use). SDS shall meet NZ compliance requirements and have an issue date not exceeding 5 years.
- **Labels:** All hazardous substances shall be clearly labelled. This includes the generic name of the substance (and chemical ingredient details) and standardised pictograms. *Any container which is used for decanting or transferral must also be clearly labelled.*
- **Signage** Place signs at key points such as entranceways, and on buildings, or in outdoor areas, where substances are used or stored.
- **Storage:** All hazardous substances will be stored and transported safely. Considerations shall include:
  - checking integrity of storage containers
  - ensuring incompatible substances are stored separately
  - ensuring larger/heavier containers are stored below waist height
  - securing devices available for safe transportation in vehicles
  - Secondary containment (e.g. a plastic tray) shall be provided for all hazardous substances with the potential to spill or leak.
- **Staff Member Training:** Staff Members with potential for exposure to hazardous substances shall be provided with appropriate **education and training** on the nature of hazards and means of assessing and controlling exposure to workplace hazardous substances. They shall also be made aware of safe handling and PPE requirements and first aid/emergency responses in the event of a spill.
- **Emergency responses:** Spill kits (including PPE) shall be available for prompt management of chemical spills. SDS shall be reviewed for other substance specific emergency response requirements. Emergency Services and other relevant public authorities shall have access to relevant information on workplace hazardous substances if the need arises.

## 4.0 Incident Management

All incidents (accidents and near miss events) must be reported immediately or as soon as possible. This requirement includes contractors.

**Refer: Appendix 5 Incident/ Near Miss Report and Investigation Form**

**N.B All Health and Safety Reporting and Investigation forms are available from the KPRA Manager's Office.**

An investigation must be undertaken for all incidents, regardless of the severity of harm.

**If an Accident or Incident does occur-**

<p><b>The injured person or first on the scene will:</b></p>	<ul style="list-style-type: none"> <li>• Promptly seek first-aid treatment and if necessary medical treatment.</li> <li>• Notify Immediate Supervisor or the KPRA Manager at once of any injury, or any incident.</li> </ul>
<p><b>Injured employees will also:</b></p>	<ul style="list-style-type: none"> <li>• Keep the Immediate Supervisor or the KPRA Manager informed of medical progress if they seek further medical assessment or treatment</li> <li>• Provide his / her manager with copies of medical treatment certificates.</li> <li>• Assist with the investigation (if capable)</li> <li>• Participate in a rehabilitation programme if this is required</li> <li>• Advise his / her manager of the date of returning to work.</li> </ul>
<p><b>Head Gardener / Facilities Maintenance Manager will:</b></p>	<ul style="list-style-type: none"> <li>• Ensure the injured person has received appropriate treatments, and the scene is made safe</li> <li>• Commence an investigation into the event and complete reporting/recording requirements</li> <li>• Make immediate contact to notify the manager / office if a possible Notifiable Event has occurred. <b>Refer: Notifiable Event Reporting Procedure</b></li> <li>• Ensure that the scene of a <b>Notifiable Event</b> is NOT disturbed.</li> <li>• Develop actions to prevent a reoccurrence and update Hazard Register if a new hazard or controls are identified</li> <li>• Ensure welfare support is provided if required.</li> </ul>

## Notifiable Event

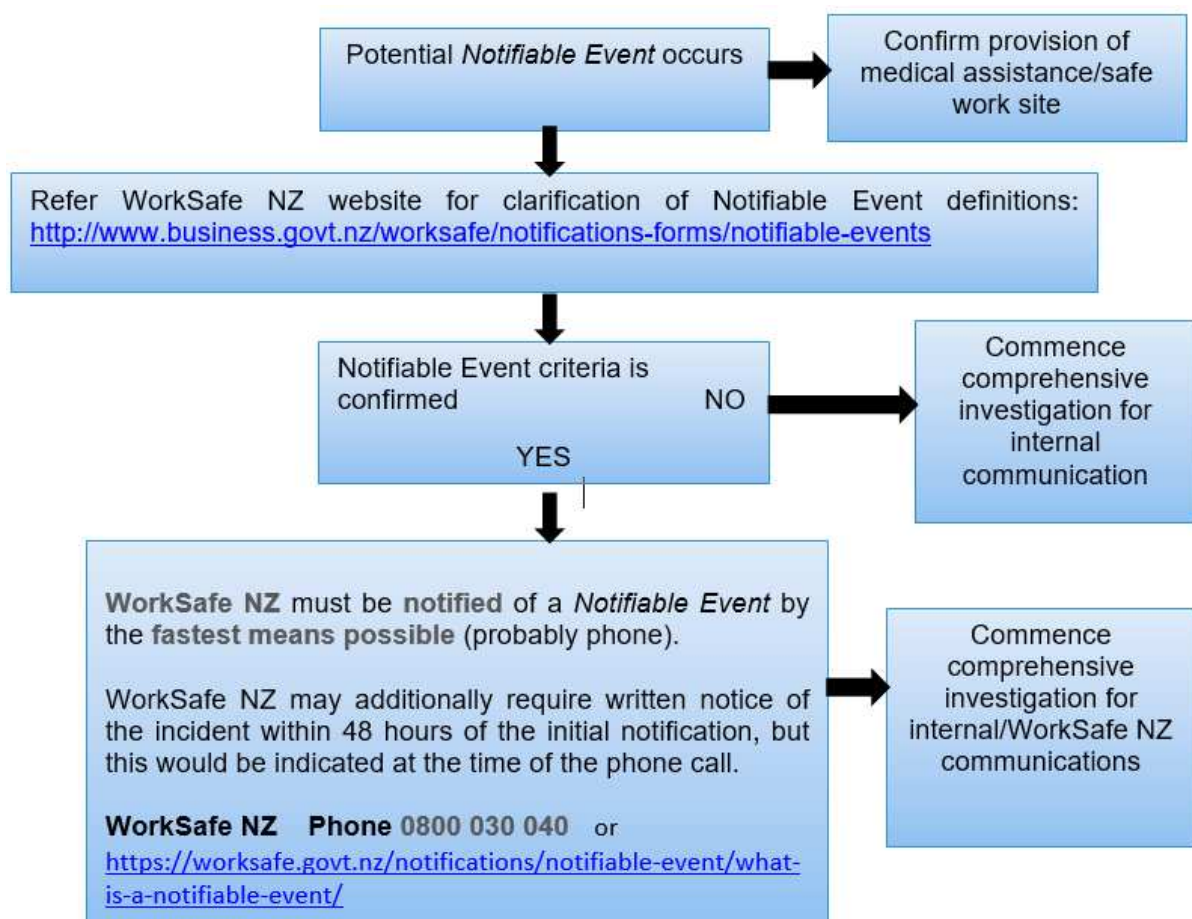
KPRA Management must notify the regulator, WorkSafe, whenever a notifiable event occurs. This section provides information about what a notifiable event is, what the KPRA needs to do if a notifiable event occurs, and where responsibilities lie.

A notifiable event is any of the following events that arise from work:

- a death
- a notifiable illness or injury or
- a notifiable incident.

Only serious events are intended to be notified. These trigger requirements to preserve the site, notify the regulator and keep records.

**Figure 1: Notifiable Event Flowchart**



## 5.0 Injury Management

KPRA values its Staff Members and we want to help anyone injured or suffering from a work related illness to return to work as soon as it is safe to do so.

### **First Aid / Medical Treatment**

When a Staff Member is injured or unwell they should obtain first aid or medical treatment as soon as possible.

It is important that Staff Members take action to manage minor injuries or suspected work-related illness before they become "big problems". Cuts for instance should be cleaned and covered immediately to reduce the likelihood of infection, minor strains and sprains should be reported and alternative work practices considered if necessary.

If a Staff Member does see a doctor or other health professional for a work related injury they should provide the office with a copy of the ACC form and advise their Supervisor of the outcome.

### **Specifically:**

- The diagnosis of the injury or condition.
- The type of treatment prescribed (i.e. physiotherapy, medication).
- Advice on work tasks and hours, activities and pain relief.

KPRA expects all Staff Members to take responsibility for the sensible management of their own health and wellbeing. This includes early treatment and cooperation with medical and rehabilitation initiatives

If a Staff Member has been prescribed time off work, someone will be assigned to keep contact with them. It is important to discuss:

- Staff Member concerns about job security and demands awaiting their return.
- Workplace issues and changes.
- Different methods of returning to work.

### **Return to Work**

An injured Staff Member may be able to continue working if suitable work is available, or return to work earlier if they can do modified tasks or shorter days. KPRA will endeavor to offer modified tasks, alternative duties or graduated return to work.

If necessary the professional advice will be sought as to what duties are suitable. For instance an occupational therapist may need to do an appraisal. Any alternative duties must be reasonable and meaningful and will be fully discussed with the Staff Member.

An example of alternative duties could be undertaking a training course when the Staff Member is not fit to work in the field. If a Staff Member is off work or on modified tasks for more than 7 days then all parties - the Staff Member (with a support person if they want), the Head Gardener and / or KPRA Manager will meet and discuss what needs to happen before the Staff Member can return to work. A written record should be kept of the actions required of each individual.

**Communication**

If a Staff Member is off work, KPRA management will make every effort to try and keep the staff member involved with work - invite them to social events, training sessions, morning teas etc.

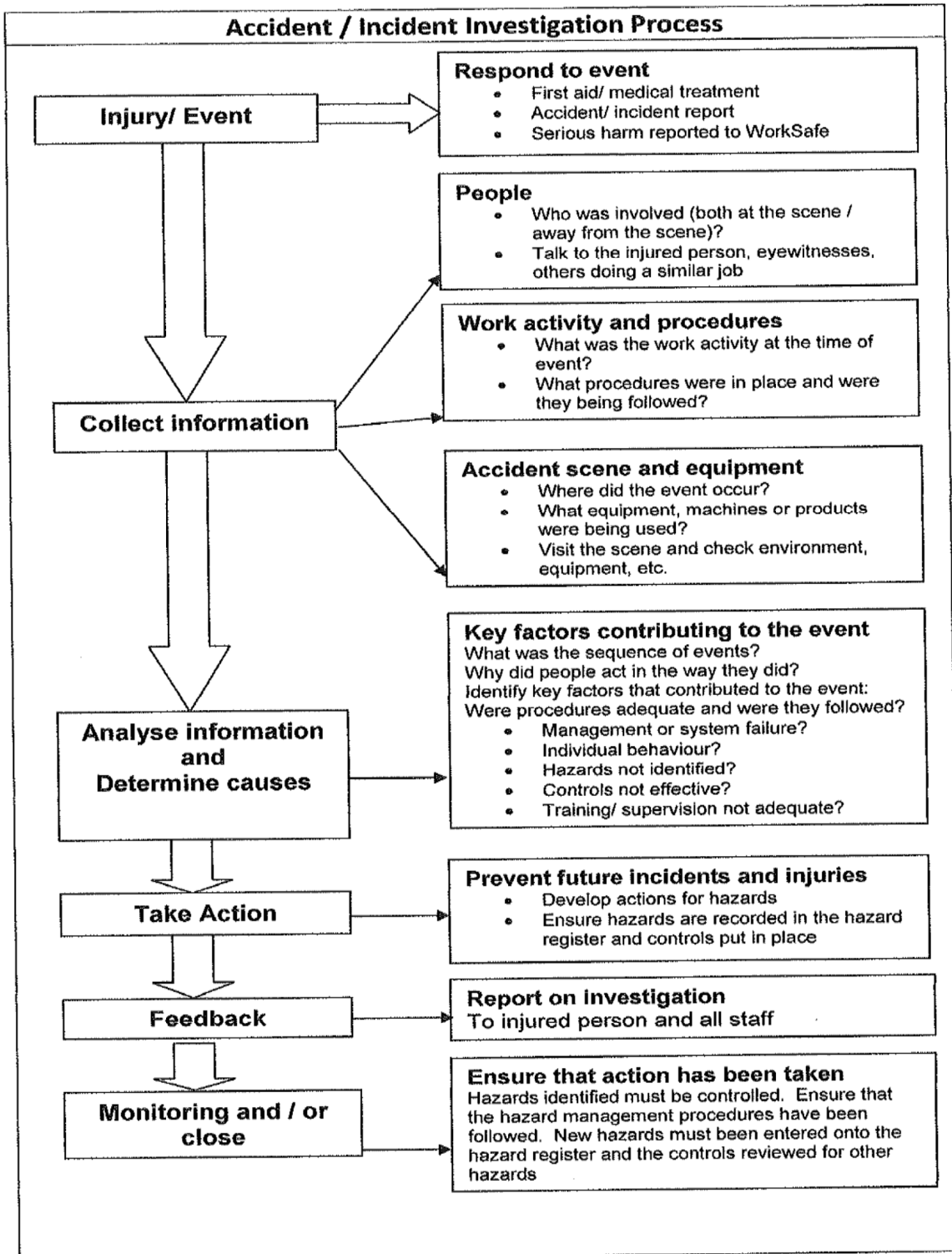
When a Staff Member returns to work any measures put in place will be fully communicated to Supervisors and Staff Members. It is critical to follow the treatment provider's recommendations on work practices, hours, duties etc. All Staff Members must support their colleague and respect the measures taken. KPRA want to keep Staff Members healthy, safe and working!

The return to work of the Staff Member will be monitored by their Supervisor and Manager to ensure that measures taken are being successful and that the Staff Member will not be re-injured.

**Long Term Options**

Most Staff Members will recover fully from workplace injuries, however if a Staff Member is not recovering as expected or it is unlikely that they will be able to return to work for KPRA, with the Staff Members consent, the Manager will contact the ACC Case Manager to discuss long term options.





## **6.0 Training and Supervision**

### **Policy**

KPRA's Policy is to ensure that all Staff Members and Contractors have the necessary knowledge, skills and supervision to ensure that they can work safely without causing harm to themselves or others.

To do this KPRA are committed to ensuring Staff Members receive good induction and ongoing training and information about workplace hazards and their own, and Manager's responsibilities for Health and Safety in the workplace.

If you have any queries about Health and Safety matters please ask your immediate supervisor (Head Gardener or Facilities Maintenance Manager). Every endeavour will be made to give you up-to-date information and provide relevant training.

**Refer: Appendix 6: Staff Member Induction Form**

**Refer: Appendix 7: PPE Issue Record Template**

**Refer: Appendix 8: Training Record for Machinery/ Equipment Operation**

**Refer: Appendix 9: External Training Template**

## 7.0 Emergency Management

In the event of any emergency or natural disaster, prompt action will be required to ensure that risk of injury or harm is minimised and that damage or loss is also kept to a minimum.

### Priorities will be:

- Preventing injury or harm to any persons on site
- Providing assistance to any person who has suffered an injury or harm
- Minimising damage to the environment
- Minimising damage to equipment or product
- Minimising any other losses

### Possible Types of Emergencies:

- Fire in the workplace
- Earthquake
- Tsunami
- Medical emergency
- Security risk
- Chemical Spill
- Pandemic

### Medical Emergency or Serious Injury

In a medical emergency or serious injury:

- Stay Calm.
- Keep Safe.
- Phone **111** for an ambulance.
- Give clear instructions as to where you are located.
- If possible arrange someone to meet the paramedics and accompany them to the location.
- Give first aid until the arrival of paramedics or a qualified medical expert arrives.

If a **Notifiable Event** has occurred **DO NOT** interfere with the accident scene unless:

- It is necessary to save someone's life or prevent harm or suffering to them.
- It is necessary to maintain access by the general public to an essential service or utility.
- It is necessary to prevent serious damage to property.

**PHONE and notify the KPRA Manager as soon as possible:**

Robyn Wilson

022 583 0025

## Medical Centres/Doctors' Offices

<b>Orewa Medical Centre:</b>	Orewa Medical Plaza, 8 Tamariki Avenue, Orewa 0931 (09) 426 5437
<b>Hibiscus Coast Medical Centre:</b>	13 Moana Avenue, Orewa 0931 (09) 421 9170
<b>Silverdale Medical Centre:</b>	7 Polarity Rise, Silverdale, (09) 427 9997
<b>The Doctors Red Beach:</b>	Shop 9, Red Beach Shopping Centre, 0931 (09) 427 9130

## Fire

If a fire occurs immediately phone **111** and ask for **Fire Service**

- Keep yourself safe
- Alert people in the area
- Do not try to extinguish the fire unless there is personal danger to you or anyone else and it is safe to do so
- Make your way calmly and promptly to the assembly point
- If you are within the buildings follow the evacuation plan.

## Earthquake

### ***During an earthquake***

- If you are inside a building, move to a safe place
- If you are outside, move no more than a few steps, then drop, cover and hold
- If you are driving, pull over and stop
- If you are at the beach or near the coast, drop, cover and hold then move to higher ground immediately in case a tsunami follows the quake

### ***After an earthquake***

- You should expect to feel aftershocks.
- Help those around you if you can.
- If you are in a damaged building, try to get outside and find a safe, open place.
- If you smell gas, try and turn off the gas outside the building if it is safe to do so.
- If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse box if it is safe to do so
- If your property is damaged, take notes and photographs for insurance purposes
- Listen to the local radio station (National AM 837 / National FM 104.4) for information and advice

## Flood

### *When a flood threatens*

- Listen to your local radio station (National AM 837 / National FM 104.4) for information and follow the advice and instructions from Civil Defense Emergency Management.

### *If a flood occurs*

- Move out of the flooded area or go to the nearest high ground.
- Do not attempt to drive or walk through floodwaters unless it is absolutely essential.
- Do not go sightseeing to look at the damage the flood has caused.

## Storm

If severe weather conditions threaten an event no proceedings will be undertaken (as directed by the KPRR Manager).

### *High Wind*

- No event is to be undertaken under trees in high wind due to the danger of falling branches.
- Avoid exposed areas in cases of inclement weather and stop and seek shelter if necessary.

## Volcanic Eruption

If a volcanic eruption occurs or threatens you must follow the directions of the Civil Defense organisers. Tune into local radio station (National AM 837 / National FM 104.4) and follow the advice given by Civil Defense Emergency Management.

## Tsunami

If a tsunami is likely or occurs, move immediately to high land. Do not visit the sea. Tune into local radio station (National AM 837 / National FM 104.4) and follow the advice given by Civil Defense. Should tsunami sirens sound or other tsunami alarms be activated, leave low lying areas immediately and take refuge on the higher ground at or above the upper Panorama Heights level.

## Violence or Intimidation

### **In An Emergency PHONE 111**

Try and follow the COOP approach to dealing with abusive or aggressive people:

- Calm                      Try and remain calm
- Obey                      Obey the offender's instructions
- Observe                Report any suspicious people, remember details about offenders
- Preserve                Protect the scene for evidence.

Request any witnesses to remain until police arrive.

## Gas

In an emergency Call 111 and ask for the Fire Service.

Call VECTOR for broken or damaged gas pipeline phone

Gas distribution	0800 764764
Gas transmission	0800 734567

### Isolate the area

Do not allow any smoking, lighters or matches to be struck. Do not use any machines or electronic equipment including hand held or mobile phones near to a gas leak.

## Break in Water Mains

For damage to wastewater pipes call Water Care Services **09 442 2222**.

For damage to water supply pipes call your supplier; either Watercare Services **09 442 2222** or Southpark Utilities **09 421 1607**.

## Break in Live Power Cable

Isolate the area

If people are in danger PHONE 111

In all other situations call the local power authority (VECTOR) to report an outage or in an emergency

Electricity 0508 VECTOR (0508 832 867)

Other telephone numbers:

<b>Meridian</b>	0800 496 496
<b>Contact</b>	0800 809 000
<b>Genesis</b>	0800 300 400
<b>Energyonline</b>	0800 086 400
<b>Powershop</b>	0800 100 060
<b>Southpark</b>	(09) 421 1607

Isolate the area until the power is switched off. Do not enter the area until the power company instructs that it is safe to do so.

## Water Contamination

Call the Ministry of Health Phone: 0800 855 066

## Subsidence

If people are in danger PHONE 111  
Isolate the area and call the KPRA Manager

## Dog Attacks

In an emergency PHONE 111  
To report dog incidents phone Auckland City Council:  
(09) 3010101  
0800 462685

## Motor Vehicle Accident

Stop and see if anyone is hurt, give assistance.

If someone is badly injured call 111 and ask for an Ambulance

To make the crash scene as safe as possible try to do the following:

- In the case of serious injury, do not remove vehicles.
- Otherwise park associated vehicles in a safe spot, away from the crash area. Leave plenty of space for emergency vehicles to come and go, and for emergency workers to work in.
- Switch on your car's hazard warning lights.
- If possible, post other people (wearing hi-visibility jackets) or road cones on all approaches to the crash site to warn oncoming drivers. The people or triangles should be about 200 meters from the crash site to give approaching drivers time to slow down.
- Following a crash, some airbags may not be deployed. If you need to enter a crashed vehicle, don't place yourself between any undeployed airbag and injured or trapped person. Undeployed airbags can deploy with force some minutes after a crash and could injure both the rescuer and injured/trapped person.
- If it is safe to do so, turn off the ignition of all vehicles involved in the crash.

If your vehicle is involved you should give the driver of the other vehicle or any property that has been damaged: your name, address and vehicle registration and the details of the vehicle owner:

Try and get the name, address and phone number of any witnesses.

**Should the incident involve a vehicle operated by KPRA, contact the office as soon as possible so the insurance company can be notified.**

**Toni Heath**

**021 894 546**

## 8.0 Contractor Management

Contractor activity on site must be controlled so that work is pre-planned and safe methodologies are used.

### 1. Scope the work required

Consider the following:

- What work is involved?
- What hazards and risks are associated with the work?
- Assess the level of risk - Low, Medium, High?
- What are the minimum qualifications required?
- What equipment will be required?
- How will the works impact other operations and resident activities?

### 2. Contractor selection

Consider:

- attitude towards health and safety and reputation
- safety records
- compliance with Codes of Practice and Standards
- capability and qualifications to perform work
- supervision of staff
- subcontractor selection and management
- insurance cover

Upon selection, [refer KPRA Health and Safety Manual: Contractor Activities \(Section 4\)](#)

This outlines legislative and procedural expectations for the Contractor to abide by - to be reviewed and signed off by the KPRA Manager and Contractor

- Ensure that all items in this document can and do happen as required
- Verify worker competencies - visual sighting of certificates, permits or licences applicable to the contracted work should occur for high risk works.

### 3. Information and induction

- Complete a risk assessment before work commences
- KPRA will communicate identified hazards and risks to the contractor as required, before the job commences and/or during a site induction, to facilitate planning of safe work
- The Contractor will discuss/submit plans to the KPRA contact for safely performing tasks, before commencement of work. READ THE PLAN to ensure it is relevant to the project and addresses all risks

This documentation may include:

- a Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Task Analysis – detailing the steps of the job, associated hazards and how these will be controlled
- a Site-Specific Safety Plan (for larger projects where the work scope requires it) – this must be signed by the contractor and management company before work starts



A Safe Work Method Statement need not be provided by repeat contractors, but should routinely be reviewed by the contracted workers and KPRA Manager before work commences to identify any changes to the environment or work practices.

A Contractors Induction must be completed with the contractor by the Management Company (or nominated committee member).

**Refer Appendix 10: Contractor Induction Checklist**

#### **4. Supervision**

- The degree of contractor supervision will depend on the level of risk.
- The performance of high risk tasks should be monitored to ensure compliance with the agreed safety management plan.

#### **5. Handover and Evaluation of Performance**

Upon completion of work, the contractor shall communicate with the KPRA site contact to provide an opportunity to review the work and relay job specific information.

An annual review of general contractor performance for regular contractors should be undertaken.

To facilitate the review process refer to *KPRA Health and Safety Manual: Contractor Activities (Section 4)*

#### ***The following points may be considered:***

- Does the contractor continue to comply with relevant legislation/codes of practice, standards and procedures?
- Has the safety management plan been complied with and is the contractor working in a safe and professional manner?
- Is the contractor supervising and managing sub-contractors to a satisfactory level?
- Does the contractor continue to have a satisfactory incident record?
- Does the contractor continue to have satisfactory hazard identification and control processes?
- Does the contractor maintain procedures to deal with emergency response?
- Is the contractor *consulting, cooperating and coordinating* activities with KPRA and other PCBU's?
- Is the contractor supplying updates and raising concerns to the KPRA contact?

#### **Overlapping Duties**

Where there are multiple PCBU's working alongside each other (e.g KPRA employees working alongside contracted employees), each PCBU has an obligation to ensure the health and safety of others through ***consulting, cooperating and coordinating activities*** with one another. This will primarily be achieved via routine and robust communication systems regarding risk management.

***Refer: KPRA Health and Safety Manual: Contractor Activities (Section 4) – to further outline contractor management processes and requirements.***

## 9.0 Swimming Pool Risk Assessment and Management

Kensington Park will take all practicable steps to ensure all identified hazards are managed in a method that protects the health and safety of its residents and contractors.

There are four different types of potential hazards which include:

**People hazards** are created by residents who are either participating or watching activities at the swimming pool and may include:

- being under the influence of alcohol or drugs
- unsupervised children
- crowding of people or groups
- paedophiles
- either physical or mental illnesses
- inappropriate or anti-social behaviour
- smokers, and
- Unruly, aggressive or noisy persons.

**People hazards (in the water)** may include:

- non-competent swimmers
- residents with known health conditions
- boisterous show-offs
- unsupervised children, and
- instruction of swimming, diving and tumble turns.

**Activity hazards** are related to specific activities and/or those that use equipment, and may include:

- using equipment in a method it is not designed to be used for
- residents doing flips, dives or bombs into the pool
- inflatable toys/ aqua runs, and
- hard projectiles.


**Physical hazards** are related to the design and structure of the facility, and may include:

- pool fixtures and fittings; drain covers, overflow channels, steps, ladders or ramps
- depth of pool water

**Operational hazards** relate to the operations of the facility, and may include:

- pool water quality
- maintenance equipment – pool cleaner
- chemical handling, storage and use
- electrical equipment hazards.

Swimming Pool Facility 'Code of Behaviour' is to ensure your safety, and the safety and enjoyment of other pool users at Kensington Park.



## POOL AND SAUNA RULES

**SUPERVISION AND CONSIDERATION**

- All equipment and apparatus will be maintained regularly. Please advise the manager of any equipment malfunction.
- This area is **NOT** supervised. All users **MUST** take all reasonable precautions to prevent any harm or injury occurring to themselves or others.
- All users are to acquaint themselves with the recognised hazards list and their appropriate counter measures to prevent unwanted events occurring.
- Any person under the age of 14 years **MUST** be accompanied by an adult aged 18 years or older who is also a resident. This adult is responsible for their care at all times.
- All users are asked to show consideration to others present at the same time.
- Facilities are open for use between the hours of 6:00am and 9:00pm.
- However, the pool may be closed due to maintenance at any time.
- Please replace the pool cover before leaving the pool area.

**USAGE BY RESIDENTS AND NON-RESIDENTS**

- A maximum of 4 people per property are allowed in the pool area at one time.
- For numbers greater than this, approval must be given by the manager.
- Non-Residents must always be accompanied by a Resident.
- The security fobs are personalised to each property and must not be given to guests to use.

**MAXIMUM UTILISATION NUMBERS**

- In the interest of individual comfort and safety. No more than 5 people are to use the pool and no more than 4 people are to use the sauna at any one time.

**SAUNA LIMITATIONS**

- Persons under the age of 14 are **NOT** allowed to use this facility.
- This sauna is always operational during open hours. In the interest of health and safety it is highly encouraged that at least 2 persons occupy the sauna at any one time to avoid serious injury.
- This sauna operates at 80 – 100 degrees. Consider taking regular breaks to avoid injury.


**HEALTH AND HYGIENE**

- All persons using this facility are asked to shower prior to entering this area.
- Pets are not permitted in this area on ANY occasion.
- Persons using these facilities must not be under the influence of drugs or alcohol. If you have a medical condition, please seek the advice of a doctor or specialist before using the pool or sauna.

**NAPPIES**

- Children who are not toilet trained must wear swim nappies in the pool. These are provided in a marked wall container adjacent to the entrance door.

To report defects or maintenance please phone the Facilities Maintenance Co-ordinator:  
027 262 5598



## POOL AND SAUNA RULES

**HAZARDS AND COUNTER-MEASURES**

**SWIMMING POOL**

- **NO** running or jumping in or around the pool.
- **Maximum** of 5 people in the pool at any time.
- Do **NOT** enter the pool if you feel unwell or have had any stomach bugs in the last 2 weeks.
- Showers are recommended before and after use of the pool.
- Pool toys are **NOT** permitted with an exception for clean swimming aids.
- Edging tiles slippery when wet.
- Underwater Ledge around pool Perimeter.
- Overall depth of pool is 1.2m.

**SAUNA:**

- Hot glass entry door. (Please take care when opening or closing the door)
- Open faced heating unit including hot stones.  
(Please take care when moving around the unit and/or applying water for steam)
- Raised lip to sauna floor on entry.
- Tiled floor may become slippery when wet.

**GENERAL BEHAVIOUR:**

- **NO** running, jumping, pushing, diving, bad behaviour or unruliness is allowed in or around the pool area.
- Visitors to the pool facility must be always accompanied by a resident.

**FOOD AND / OR DRINK:**

- **NO** food or drink is permitted in or around the pool and sauna areas.
- **NO** glass under any circumstance is allowed in the pool or sauna area.

**SWIMMING AIDS:**

- Swimming aids may be used.
- **NO** pool toys including boogie boards, balls etc.

**PERSONAL TRAINERS:**

- Are not permitted

**FIRST AID:**

- A first aid kit and defibrillator is located on the wall in the foyer.
- Eye wash is located on the wall opposite the bathrooms.

To report defects or maintenance please phone the Facilities Maintenance Co-ordinator:  
027 262 5598  
**In the case of an emergency call 111**

**Swimming Pool Equipment:** The following pool equipment is available for use. It is to be regularly inspected to ensure the equipment is correctly stored and it remains in a good functional condition.

At a minimum, the following equipment is to be available and accessible :

Equipment	Location
Defibrillator	Poolhouse Entrance Foyer – mounted on wall
First aid kit	Poolhouse Entrance Foyer – Mounted on wall
Eyewash Station	Bathroom hallway – mounted on wall

## 10 Swimming Pool Emergency Action Plan

The following emergency action plan (EAP) only applies to the swimming pool facilities of Kensington Park. This EAP details the actions that are required to be taken in the event of every foreseeable emergency when the application of normal procedures have not been able to control or contain a situation.

In the event of a fire, earthquake, natural gas leak or bomb threat, the facility will need to be evacuated. Ensure you are always aware of the current emergency procedures, including your own responsibilities during this time.

### Emergency Contacts

At all times, you should be able to contact either the Facilities Maintenance Manager or the KPRA Manager. If you can't get hold of either, please leave a message and your phone call will be returned.

Facilities Maintenance Manager: Charlie Hares 027 262 5598

KPRA Manager: Toni Heath 021 894 546

### *What to do in an Emergency – In Brief*

- Dial 111.
- Advise relevant emergency services.
- Note address: 13 Parkside Drive, Kensington Park, Orewa, Auckland, 0931.
- Evacuate via nearest emergency exit.
- Check office, toilets and changing rooms.
- Ensure all residents using the facilities are accounted for.

### Staff Responsibilities

You must always be aware of the potential risk to yourself. Any emergency will only get worse if you also become hurt or injured. Your safety is paramount and must be considered before the care of any patients or you become involved in a dangerous situation.

If you are the person who identifies an emergency (first person on the scene), you are required to start and take responsibility for the initial response until emergency services arrive.

Note: If you require further assistance prior to emergency services arriving onsite, use a bystander who portrays confidence and is 16 years or older.

### **STOP, THINK AND OBSERVE**

Stop and think about a situation for a couple of seconds, to prepare yourself to respond in a calm manner that provides the situation or patient with the best possible response.

## First Aid

When you are required to administer first aid you must (at a minimum) wear sterile gloves. Depending on the situation, face masks may also be required.

First aid is initial care that is administered prior to emergency services arriving onsite. It is policy that we provide first aid care only. Under no circumstances should you administer care if you are not qualified to do so.

Note: The following table has been sourced from the NZRA Aquatic Facility Guidelines.

Condition	Characteristics	Treatment
Angina	Similar symptoms to a heart attack. Condition often known to the patient. Often triggered by exercise.	Same as heart attack. Assist patient with medication.
Asthma	Constriction of the inner airway causing patient to wheeze and dry cough. Patient will often know the symptoms.	Reassure and help with medication while patient is sitting or leaning forward. Encourage slow relaxed breathing; if symptoms persist, seek medical attention.
Bleeding	Blood loss (internal and external.) Internal bleeding may be characterised by swelling, hard lumps, pain and discomfort. Other symptoms the same as shock.	External – rest and reassure patient; elevate wound, cover and apply direct pressure and call emergency services. Internal – treat as shock. Call emergency services.
Nose Bleed	Blood loss (internal and external). Internal bleeding may be characterised by swelling, hard lumps, pain and discomfort. Other symptoms the same as shock.	Sit, lean forward, head tilted forward and breathe through mouth. Apply pressure to soft part of nose to stop blood flow. Reassess after 3 minutes. Seek medical attention if bleeding persists.
Cardiac Arrest	Heart stops beating, no breathing, pulse or response to stimulation or signs of life.	CPR or defibrillation. Call emergency services.
Choking	Blockage of the airway. Patient is having difficulty breathing, look of fear, grabbing at throat, possibly laboured breathing or a gasping sound. May begin to turn blue in colour around lips.	Assess patient: “Can you breathe?”, “Are you choking?” and check for obvious airway blockages. Support patient: apply up to 5 back blows and up to 5 chest thrusts. If unsuccessful and patient loses consciousness, assess situation and begin resuscitation. Take care to check the airway.
Cramp	Muscles tightened involuntarily.	Gentle stretching/extension of the muscle. Gently massage the area.

Condition	Characteristics	Treatment
Dislocations and Fractures	Localised pain, deformities, shock, lack of movement and swelling.	Make patient comfortable, support injured area and do not attempt to move joint. Treat for symptoms such as shock. Depending on seriousness, call emergency services.
Epilepsy	Short circuit of the brain causing symptoms including fitting, convulsions and rigid motionless	In water: From behind, keep patient's face above water until seizure subsides; monitor signs of life. Out of water: Move obstructions and keep patient safe until seizure subsides; monitor signs of life.
Fainting	Temporary lack of blood to the brain commonly caused by over exertion, exiting spa pools and saunas too quickly, and dehydration.	Unconscious: Assess situation and monitor signs of life. Conscious: Lie patient down, elevate legs, check condition is not shock and check for secondary injuries. Patient to rest and possibly give sips of water.
Head Injuries	Common in pools due to slippery floors. Patient may experience confusion, pain, decreasing level of consciousness, swelling and bleeding (internal and external). Skin becomes ashen in colour. Shortness in breath may occur.	Make patient comfortable; check for cause. Assess extent of injury and treat accordingly. (Could it be a spinal?) Seek or advise further medical care for all head injuries. Call emergency services.
Heart Attack	Lack of blood supply to the heart. Pressure, tightness in chest, pain radiating out from chest to shoulders, face and arms. Sweating, clammy skin, vomiting, breathing and fainting May lead to cardiac arrest.	Make patient comfortable in seated position with legs raised. Keep warm and reassure. Ask patient for medication. Monitor ABC and call for emergency services. If patient loses consciousness, assess the situation and monitor signs of life.
Hyperventilation	Too much and too rapid breathing. Common where swimmers have swum long distances underwater. Over excitement may be cause. Risk of patient blacking out or fainting.	Monitor ABCs. Calm and reassure patient. Ask patient to breathe slowly and controlled.
Hypoglycaemia (Diabetic shock)	Low sugar level in bloodstream. Signs and symptoms similar to shock. Patient may become aggressive.	Patient is often known as a diabetic and may request sugar. If patient loses consciousness, assess the situation and monitor signs of life.

Condition	Characteristics	Treatment
Shock	Inadequate blood supply around the body often associated with trauma or a severe allergic reaction. Rapid yet shallow breathing, rapid weak pulse, patient may vomit, feels faint with clammy cold skin.	Lie patient down, legs elevated. Assess patient for the cause and treat. Monitor signs of life. Vomiting may occur. If consciousness is lost, assess the situation and monitor signs of life. In case of an allergic reaction, call emergency services immediately.
Stroke	Interrupted blood flow to the brain. Paralysis to one side of face and/or body. Loss of bladder and bowel control, difficulty speaking, one side of face goes limp, dizziness, headache and/or loss of consciousness. Face – when smiling, one side droops. Arms – one arm drifts downward. Speech – slurred. Tongue – hangs to one side.	Assist patient to a comfortable semiprone position with head up. Call emergency services. If consciousness is lost, assess the situation and monitor signs of life.
Heat Exhaustion	Too long spent in hot surroundings with insufficient care and liquid intake. Patient may have headache, and be exhausted but restless. Stomach cramps, with pale, cold, clammy skin. Breathing shallow and with rapid weak pulse.	Patient to lie down in cool place. Encourage sipping of liquid soft drink with a little salt added.
Heat Stroke	As per heat exhaustion. Unconsciousness may occur and patient will have a high temperature. Pulse will be full and bounding, and noisy breathing.	Patient to be placed in cool environment. If consciousness is lost, assess the situation and monitor signs of life.

### Suspected Spinal Injuries

The following must be treated as suspected spinal injuries:

- Any accident that you did not see happen that has an obvious potential to be a spinal injury. Unless the person is unconscious, try to communicate with them to establish a clear understanding of what happened.
- Common symptoms of a spinal injury include:
  - extreme back pain or pressure in your neck, head or back
  - unconscious and/or, face down in water
  - weakness, incoordination, or paralysis in any part of your body, and/or
  - numbness, tingling or loss of sensation in your hands, fingers, feet, or toes.



### Rescuing a Person from the Pool with a Suspected Spinal Injury

The following procedure is to be followed if you suspect a person has a spinal injury:

- Ask all other people in the pool to slowly move (to ensure water movement is minimal) to the side of the pool and exit immediately.
- Ask a bystander or fellow staff member to call emergency services immediately and return to advise you once this is done.
- Does the person have a pulse and are they breathing?
  - Yes – If possible, immobilise their neck and back, then carefully move them to the side of the pool where their ABC's can be monitored and await the arrival of emergency services. They will assist with removing the person from the water on their arrival.
  - No – Administer rescue breaths whilst bringing them to the side of the pool with their neck and back immobilised. With assistance to ensure all movement is minimal, remove the person from the water to enable CPR to be administered until emergency services arrive.

**MINIMAL MOBILITY IS BEST FOR ANYONE WITH A SUSPECTED SPINAL INJURY.**

### Follow Up/Reporting Process

#### Equipment

All equipment is to be returned to the facility. Once all equipment is accounted for, it must be thoroughly checked to ensure it did not incur any damage prior to it being returned to its designated storage location. Some of the equipment will also need to be cleaned. If the first aid kit was used, all supplies must be checked and replenished.

#### Water Testing and Cleaning

A full water test must be completed for each pool, with all required dosing completed to ensure the water is balanced and within the parameters required by the 'Water Test Targets'.

#### Complete Accident/ Incident Forms

All necessary report forms are to be completed as soon as possible after the emergency, whilst the information with you remains fresh. These must be completed in their entirety to ensure an accurate record is documented.

#### WorkSafe New Zealand

If an accident happens, depending on the nature of the accident or incident, WorkSafe New Zealand will potentially investigate it further. If you receive initial contact from them, redirect them to the KPRA Manager who will ask you to provide further information if necessary.

#### Counselling and Support

The KPRA Manager will talk to all staff who were involved in each accident or incident to ensure all information surrounding what happened is shared, whilst also being able to assess how you are feeling.



Kensington Park

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RESIDENTS' ASSOCIATION

**Health and Safety Manual**  
**Reporting Templates**  
Section 3(c)

# Appendix 1: Toolbox Meeting - Weekly Log

Date: \_\_\_\_\_

## **TOOLBOX MEETING KPRA FACILITIES**

### **1. Any hazards found during your work/site review?**

### **2. Hazards of upcoming task/work**

### **3. Risk controls used to manage hazards**

Date: \_\_\_\_\_

**Any accidents/incidents/near misses**

**4. Tools/machinery - services due/repairs etc.**

Attendees:

## Appendix 2: KPRA Hazard Notification Form

Any staff member who identifies a hazard should complete this form.

Date:		Time:	
Name of person completing form:			
Location of Risk:			
<b>Description of Risk</b> (What could or did happen?)			
Risk Assessment complete Yes/ No      Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme <input type="checkbox"/>			
<b>How can it be fixed?</b>			
Can this risk cause immediate harm? <b>Yes / No</b>			
If yes, please contact your manager immediately			
<b>To be completed by Manager</b>			
Proposed Action taken ( <i>Eliminate /Minimise</i> )			
<input type="checkbox"/> <b>Communicated to Staff Members</b> Yes/ No			
<input type="checkbox"/> <b>Hazard and Risk Register updated</b> Yes/No			
Name			
Date			
<b>Review effectiveness of control measures.    Risk resolved</b> Yes/ No			
Name:		Date:	

### Appendix 3: KPRA Hazard and Risk Register

Hazard and potential harm	Risk Category (Low, Medium, High, Extreme)	Controls required (including existing)		Actions	Review frequency Date of last review
		Eliminate? Yes/No	Minimise? Yes/No		

## Appendix 4: Hazardous Substance Inventory

Name of Substance and UN Number	Current SDS available?	Storage/Segregation requirements	Container size	Gas, Liquid or Solid	Location (e.g. Flammable Goods Cabinet, Store Room, vehicle)	Maximum likely quantity

## Appendix 5: Incident/Near Miss Report and Investigation Form

Incident/ Injury details (tick one)			
<b>Event Type</b> <input type="checkbox"/> Near miss <input type="checkbox"/> Accident <input type="checkbox"/> Incident	Date:  Time:  Date reported:	Supervisor:  Eyewitness/es:	
<b>Work site where incident occurred:</b>	<b>Task being undertaken:</b>	<b>How serious could it have been?</b> <input type="checkbox"/> Minor (first aid only) <input type="checkbox"/> Moderate (Doctor+ 1-5 days off) <input type="checkbox"/> Serious (Hospital and / or 5+ days off)  <b>How often is it likely to happen again?</b> <input type="checkbox"/> Not often <input type="checkbox"/> Occasionally <input type="checkbox"/> Often	
Personal details (Injured person)			
Name:		Address:	
Date of Birth:		Phone:	
Length of employment:			
Injury type			
<input type="checkbox"/> Aches/ pain (gradual) <input type="checkbox"/> Aches/ pain (sudden) <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruising (crushing)	<input type="checkbox"/> Burn/ Scald <input type="checkbox"/> Chemical reaction <input type="checkbox"/> Choking/ suffocation <input type="checkbox"/> Concussion/ head injury <input type="checkbox"/> Cut (infected) <input type="checkbox"/> Cut (notinfected) <input type="checkbox"/> Dental injury	<input type="checkbox"/> Dermatitis <input type="checkbox"/> Dislocation <input type="checkbox"/> Fatal <input type="checkbox"/> Foreign body <input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear	<input type="checkbox"/> Inhalation disease <input type="checkbox"/> Hearing loss <input type="checkbox"/> Poisoning <input type="checkbox"/> Strain/ sprain <input type="checkbox"/> Other <input type="checkbox"/> Multiple injury
<b>Injured part of body:</b>			
<b>Comments:</b>			



Body Part				
<b>Head</b> <input type="checkbox"/> Head <input type="checkbox"/> Face <input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear	<b>Body</b> <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder <input type="checkbox"/> Upper back <input type="checkbox"/> Lower back <input type="checkbox"/> Chest <input type="checkbox"/> Abdo <input type="checkbox"/> men	<b>Arm</b> <input type="checkbox"/> Upper arm <input type="checkbox"/> Elbow <input type="checkbox"/> Lower arm <input type="checkbox"/> Wrist <input type="checkbox"/> Hand (including fingers)	<b>Leg</b> <input type="checkbox"/> Hip/ Upper leg/ Thigh <input type="checkbox"/> Knee <input type="checkbox"/> Lower leg <input type="checkbox"/> Ankle <input type="checkbox"/> Foot <input type="checkbox"/> Toes	<input type="checkbox"/> Multiple body parts
Treatment details (only fill out if someone was injured)				
<input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Nurse <input type="checkbox"/> Hospital <input type="checkbox"/> Physiotherapy <input type="checkbox"/> <b>Doctor</b>				
Write any further treatment here:				
Describe what happened, include details of any unusual circumstances that may have contributed to the event				
Investigation Details (fill out for all incidents/ injuries)				
What do you think were the main factors and hazards that contributed to this event?				
Action				
What needs to be done to fix the situation (including Training and Supervision)				
Person responsible for Action:				
Date for Action to be completed:				
Has WorkSafe been advised? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Feed back to Hazard management system: <input type="checkbox"/> Yes Hazard Register updated				

## Appendix 6: Health and Safety Induction Form

Upon commencement of employment, please explain or show the following points to the worker:

<b>Name</b>		<b>Date</b>	
<b>Position</b>			

<b>Introduction</b>	✓	
Staff Members		Introduction to key staff members including First Aiders
Workplace		Tour of work area
Responsibilities		Explain staff member's responsibility for Health and Safety: <ul style="list-style-type: none"> <li>- To report new hazards, incidents or H&amp;S concerns promptly</li> <li>- To work safely for yourself and those people around you</li> <li>- To comply with all workplace rules and safety procedures</li> </ul>
H&S Policy		Review H&S Policy and procedures
<b>Risk Management</b>		
Site hazards		Explain identified hazards & control methods in their work areas <i>Refer to relevant risks outlined in the Hazard Register</i>
PPE		Provide required PPE and explain/demonstrate correct use
Hazard reporting		Explain process for reporting and recording hazards <i>Refer to Hazard Notification Form</i>
<b>Incidents</b>		
Reporting		Review incident/injury reporting procedures and location of Incident Report forms
First Aid and Injury management		Location of First Aid Kit Process and responsibilities if an injury at work occurs
<b>Emergency</b>		
Procedure for emergency evacuation		Include responsibilities, location of Emergency Exits, Assembly Point, fire extinguishers
Other Emergencies		Review procedures for managing unexpected site events outlined in the KPRA Staff H&S Handbook (Section 3b)
<b>Staff Member Participation</b>		
Engagement		Health & Safety is discussed at H&S Committee meetings/Tailgate meetings and information is displayed on the staff member notice board. Discuss other methods for engaging with staff members and encouraging participation.

All items on this form have been explained or shown to me and I understand them:

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Staff Member*                      *Signature*                      *Date*

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Manager*                              *Signature*                              *Date*

## Appendix 7: PPE Issue Record

**STAFF MEMBER - FULL NAME:** \_\_\_\_\_

ITEM	USE	ISSUE DATE	SIGNED
SUNGLASSES	Provided for by staff member, not KPRA		
LONG SLEEVE SHIRT	Provided for by staff member, not KPRA		
SHORT SLEEVE SHIRT			
SAFETY BOOTS			
CAP / SUN HAT	Provided for by staff member, not KPRA		
KNEE PADS			
HARD HAT			
SAFETY GOGGLES			
EARMUFFS			
SHORTS	Provided for by staff member, not KPRA		
LONG PANTS	Provided for by staff member, not KPRA		
RAINCOAT			
CHAPS / GAUNTLETS			
LEATHER GLOVES			
SUNSCREEN			
MASK & FILTERS			
LEGGINGS			
FLOURO VEST			

## Appendix 8: Training Record for Machinery/Equipment Operation (including daily maintenance)

Staff Member Name: \_\_\_\_\_ Date Employment Commenced: \_\_\_\_\_

Training Date	Training – Tool or Process]	Assessed Competence *	Review Date	Reviewed Competence*	Manager Sign Off
	Tractor				
	Weedeater				
	Mower (Hand)				
	Chainsaw				
	Scrubcutter				
	Walker Mower				
	Hedge Cutter				
	Blower				
	Pole Pruner				
	Spray (Backpack)				

### **\*TASK SPECIFIC TRAINING**

**UNDER TRAINING (U):** Received instruction but not fully competent. Must work under supervision.

**FULLY COMPETENT(C):** Fully trained, has demonstrated competence and is able to work unsupervised.

## Appendix 9: External Training Record

**STAFF MEMBER:** \_\_\_\_\_

SUBJECT COURSE	SERVICE PROVIDER	DATE ATTENDED	SIGNED	DATE FOR REFRESHER
FIRST AID INTRO				
FIRST AID REFRESHER				
SITE SAFE				
GROW SAFE				
CHAINSAW HANDLING				
HEIGHT SAFETY TRAINING				
ITO RELATED:				
1				
2				
3				
4				
5				
6				
7				

## Appendix 10: Contractor Induction Checklist

Before commencement of work, the Site Contact shall review or show the following points to the worker:

	Discussion Points	✓
1.	Orientation to general workplace - include restricted areas	
2.	Introduction to KPRA health and safety requirements – including processes for reviewing and discussing documented work safety plans such as Safe Work Method Statements (SWMS) / Job Safety Analysis (JSA)	
3.	Review of contractors responsibilities to ensure all sub-contractors complete a health and safety induction before work commences	
4.	Awareness of other non - related contractors working in the same vicinity	
4.	Discuss the process for ensuring all parties working in the same vicinity (KPRA staff members, contractors and others) are <i>consulting</i> with one another, <i>coordinating</i> their work and <i>co-operating</i> with one another.	
4.	Communication of KPRA hazards and controls relevant to the area of their work	
5.	Communication of contractor risks potentially affecting KPRA staff members and others	
4.	How hazards and risks are to be communicated as work progresses. Frequency and requirements for review meetings.	
5.	Applicable to roof work only: <ul style="list-style-type: none"> <li>• Review KPRA Roof Anchor Layout Plan on the Pool and Gym building</li> <li>• Sight appropriate height safety qualifications of contractors</li> <li>• Confirm WorkSafe NZ has been made aware of the Notifiable Works (if applicable)</li> </ul>	
6.	Discuss who incidents are to be reported to and review responsibilities for reporting Notifiable injuries/incidents to WorkSafe NZ.	
7.	Location of First Aid facilities	
8.	Emergency evacuation procedures and assembly points	
9.	Process for completion of work and leaving the site.	
10.	Provision of KPRA reporting lines and site contact details.	
11.	Security and privacy requirements	

### Contractor Induction Acknowledgement

I confirm that I have been advised of the KPRA's health and safety requirements. We will advise KPRA of any significant changes to our processes and understand it is our responsibility to comply with the Health and Safety at Work Act (2015)

Company	Name and Position	Signature	Date

### KPRA representative completing induction

Name	Position

**Appendix 11: Water Test Sheet**  
**Kensington Park, Orewa**

**Week Commencing:** Monday \_\_\_\_\_

Day	Time	Temp	FAC	TAC	CAC	pH	Pressure Gauge	Chemical Control Values	Note. Ref.'s	Sign
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

Further Test Results	
<b>Alkalinity</b>	Day: _____ Value: _____
<b>Calcium Hardness</b>	Day: _____ Value: _____
<b>TDS</b>	Day: _____ Value: _____
<b>Pool Salt</b>	Day: _____ Value: _____

No.	Note/ Comment	No.	Note/ Comment
1		5	
2		6	
3		7	

## Appendix 12: Faecal Accident Procedure

NZS 5826:2010 requires all facilities to have a site-specific faecal accident procedure that can be implemented when required. There is a risk assessment guide within NZS 5826:2010 to determine the level of severity (low, medium or high) for each faecal accident.

This procedure covers the following types of incidents: solid faecal matter, diarrhea- related, vomit and blood.

The pool will need to be closed for a minimum of three turnovers = 6 hours (2 hours per turnover)

The following procedure is to be completed step by step:

1. Evacuate all people from the pool. Isolate the pool where possible and ensure relevant signage is displayed.
2. Advise the KPRA Manager that there has been an incident and the facility will be closed until further notice.
3. Remove any solids with a scoop and dispose of them safely.
4. Complete a FAC and pH water test on the pool to ensure accurate calculation of dosing requirements.
5. Super chlorinate the infected area of the pool by dosing 1.5 litres of 15% sodium hypochlorite using a watering can or something similar.
6. Vacuum the pool to remove any further solid material.
7. Increase the FAC level of the pool to no less than 5 mg/L and maintain this level for the duration of the three turnovers. Throughout this period, FAC and pH testing is to be completed every 30 minutes, with results recorded on the 'Faecal Accident Water Test Sheet'.
8. When the pool water has completed three turnovers, the pool needs to have a full water test completed (FAC, TAC, pH, Alkalinity and Calcium hardness).
9. The chlorine level in the pool must be adequately dispersed (below 5 mg/L in all of the pool) before allowing people to re-enter the pool.
10. Backwash the pool filter as per the 'Backwash Procedure'.
11. Complete a 'Faecal Accident Pool Closure Form'. Ensure the 'Faecal Accident Water Test Sheet' is fully completed with all relevant information clearly recorded.
12. Write on the current week's 'Water Test Sheet' "*Faecal Accident – refer to attached documents*", to explain the missing water tests and give reference to the incident.
13. File the 'Faecal Accident Pool Closure Form' and 'Faecal Accident Water Test Sheet' with the current week's 'Water Test Sheet' for reference and/or inspection if required.
14. When confident that all chemical levels in the pool are within the site-specific target range and all relevant documents have been completed, the pool can be reopened.
15. When the facility is reopened, ensure all signage from around the pool is removed and the KPRA Manager is kept informed.
16. Normal water testing requirements are to now resume.



## Appendix 13: Faecal Accident Water Test Sheet

Day & date: M T W TH F S S (circle) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time facility closed: \_\_\_\_\_ : \_\_\_\_\_ am / pm (circle)

Facility: Swimming pool

Time	FAC	TAC	CAC	pH	Chemical Control Values	Note. Ref.'s	Sign

Further Tests – To be completed prior to reopening	
Alkalinity	Value: _____
Calcium Hardness	Value: _____

No.	Note/ Comment	No.	Note/ Comment
1		6	
2		7	
3		8	

## Appendix 14: Faecal Accident Pool Closure Form

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Prior to completing this form, ensure that KPRA Management are fully informed of the closure.

**Day & date:** M T W TH F S S (circle) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Time facility closed:** \_\_\_\_\_ : \_\_\_\_\_ am / pm (circle)

**Facility:** Swimming pool

**Profile of user (circle):**

Resident      Visiting family member      Organised group  
Child      Other

**Summary of process completed for incident:**

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**Staff member completing form:** \_\_\_\_\_

**Facility reopened:** M T W TH F S S (circle) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Time facility reopened:** \_\_\_\_\_ : \_\_\_\_\_ am / pm (circle)

*Ensure a 'Faecal Accident Water Test Sheet' is completed and attached to this form. If you require further space to write, attach additional information to this page.*

## Appendix 15: Swimming Pool Closure Form

Prior to completing this form, ensure that KPRA Management are fully informed of the closure.

**Day & date:** M T W TH F S S (circle) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Time:** \_\_\_\_\_ : \_\_\_\_\_ am / pm (circle)

**Facility:** Swimming pool

**Reason for closure (circle):**

Maintenance

Plant failure

Medical event

Vandalism

Other

**Further information and description of closure:**

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Anticipated time the facility will be closed for: \_\_\_\_\_ days / weeks

**Staff member completing form:** \_\_\_\_\_

**Facility reopened:** M T W TH F S S (circle) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Further notes – it is important that all information is clearly recorded, so if you require further space to write, attach additional information to this page.*

## Appendix 16: Accident Registration Form

**Date of accident:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Time of accident:** \_\_\_\_ : \_\_\_\_ am/pm

**Name of injured person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_      **Date of birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Type of Injury:** Bruising    Dislocation    Strain/Sprain    Internal    Fracture  
                          Scratch/Abrasion    Amputation    Chemical Reaction    Burn/Scald  
                          Laceration/Cut    Foreign Body    Other: \_\_\_\_\_

**Describe the accident (what happened?):**

\_\_\_\_\_

\_\_\_\_\_

**What caused the accident?**

\_\_\_\_\_

\_\_\_\_\_

**How serious could it have been?**      Minor    Serious      Very Serious

**How often is it likely to happen again?**    Never    Rarely    Occasionally    Often

**Prevention** (what action has or will be taken to stop another accident like this happening?). Complete table below. Tick items if already actioned.

Action	Tick	By Whom	When

**Type of treatment administered:** \_\_\_\_\_

**Name of person who administered first aid:** \_\_\_\_\_

**Doctor/hospital:** No / Yes (Doctor/hospital Name) \_\_\_\_\_

**Accident investigated by:** \_\_\_\_\_      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Further Notes – It is important that all information is clearly recorded, so if you require further space to write, attach additional information to this page.*



Kensington Park

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RESIDENTS' ASSOCIATION

# **Health and Safety Manual Contractor Activities**

Section 4

## TABLE OF CONTENTS

1.0	<b>Health and Safety Objectives</b>	
2.0	<b>Contractor / Health and Safety Conditions</b>	
3.0	<b>Contractor Declaration</b>	
4.0	<b>Contractor Induction Checklist</b>	

## TABLE OF ABBREVIATIONS

KPRA	Kensington Park Residents Association	
HSWA	Health and Safety at Work Act	
PCBU	Person Conducting Business or Undertaking	

## Health and Safety Objectives:

To ensure a safe and healthy work and living environment, management will:

- Set health and safety objectives and relate these to performance criteria for managers and staff members.
- Annually review health and safety objectives and performance.
- Actively encourage the accurate and timely reporting and recording of all injuries and incidents, including near miss events.
- Investigate all reported accidents and incidents to ensure all contributing factors are identified and appropriate corrective action is taken.
- Ensure that all staff members are made aware of the hazards in their work area and are adequately trained and equipped to enable them to perform their duties in a safe manner.
- Encourage staff members to participate in all matters relating to health and safety.
- Promote a system of continuous improvement, including the bi-annual review of policies and procedures.
- Meet our obligations under the Health and Safety at Work Act 2015, associated Regulations, and any relevant Codes of Practice, Standards or Guidelines.
- Every manager and supervisor has a responsibility for the health and safety of those staff members working under their direction. This will include:
  - Ensuring machinery and equipment is safe and is used safely.
  - Ensuring that staff members are adequately trained and supervised for the work undertaken.
- Each staff member is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Participation in health and safety training and following safe work Practices.
  - The early reporting of any pain and discomfort.
  - Ensuring all incidents, injuries and hazards are reported to the appropriate person.
  - Participating in a return to work programme if applicable.
- Each staff member is encouraged to familiarize themselves with this Health & Safety Policy, and to assist in maintaining a safe environment.

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## **Contractor /Health & Safety Conditions**

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**Contractor:**

**Manager:** Kensington Park Residents Association

**Location:** 13 Parkside Drive, Kensington Park, Orewa

**ContractWorks:**

Hours of work shall be conducted during: Weekdays 8am to 4pm

Limited storage facilities are available on-site; such storage (if any) to be arranged with the KPRA Manager at commencement.

No connections to any utilities (water, electricity or gas) are to be made without the express permission of the controlling authority (Local Body, KPRA or relevant ownership).

**Any subterranean works** are to be preceded by a formal process of inspection and identification to negate all risks of these services becoming injured or prejudiced through any action of the works or associated activities. No spikes or stakes are to be driven into lawns or gardens without the express permission of the Head Gardener.

All consumables must be measured and accounted for within the tendered price for the works unless otherwise negotiated.

**Flammable materials** may not be stored or decanted in any of the buildings or in close proximity to any of the buildings on-site.

**Fire permits** shall be obtained by the contractor from the KPRA Manager prior to the application of any heating or flame.

**On-site parking** will be limited to those spaces as designated upon confirmation of the contract; further staff vehicles will be required to park off-site in the public roadway.

Access to and from the car park and apartments is to be maintained for bona fide users at all times.

**Traffic management:** All movements and placement of essential trade's vehicles on site must be made with consideration for the use of the roadways, parking areas and access of all occupiers and other users. No overweight loadings are to be applied to roadways, access ways or maneuvering areas; no movement of plant or vehicles over, or resting upon garden areas or verges are permitted without the express permission of the controlling authority (Local Body, KPRA or relevant ownership).

Where vehicle or machinery is required to be in use in any manner such as to impinge upon roadways or access ways of the property, an appropriate and effective traffic management plan must be proposed and implemented. All activities which impinge upon public roadways must fully comply with Local Body Requirements and Transport Regulations.

**Working at height:** All suspended loads and personnel, either on elevated situations or in lifting devices (such as cherry pickers) are to be compliant with all statutory and Local Body Regulations while all personnel engaged in the project are required to be properly briefed and comply with all health and safety regulations at all times.



Devices such as ladders and scaffolds are to be installed, attached and mounted in a manner which conforms entirely to safety and access requirements. All points of attachment must provide protection for the point of attachment. Access attachments are to be erected in concert with the commencement of works to be served by the access and shall be removed at the earliest possible time. Any damage, scars, or injury are to be remedied with all fittings and surfaces made good with such actions being notified to the Manager prior to the completion of works.

**Emissions:** All necessary precautions are to be taken by the contractor that no emissions of any description including, fire or heat, paint drift spray or splashing, blasting fragments, glass fragments, corrosive fluids or gasses, flammable materials, water or dust from entering any building or parts of the building not immediately associated with the works and where objects, plant or devices remain within the area of work, these must be adequately protected to avoid all injury or risk of injury to them; the contractor will remain liable for the cost of repair or rectification to any device associated with the property, neighbouring property, staff, customer or visitor possessions in any way injured, damaged or rendered unserviceable by the direct works, or the associated activities while on site of the contractor.

**Water-wash blast** pressures must be set to ensure that no damage is sustained by paintwork, cladding materials or joinery. The use of chemicals is to be restricted to the minimum required with the brand and application rate advised to the client. Safety Data Sheets for the hazardous substances used must be provided upon request.

All trees, shrubs and plants are required to be protected from blast damage and contact with cleaning chemicals or paint. Where plants are required to be drawn away from the building, this must be conducted in a manner approved by the Head Gardener.

The contractor is required to liaise with the KPRA Manager to ensure that all residents have been advised with sufficient notice to enable them to take all relevant safety precautions.

Notwithstanding that the Manager, on behalf of KPRA, will advise all the occupiers in regard to the nature and general scheduling of the works and their need to best accommodate the requirements of access and the process of the work; the following workplace requirements must be adhered to:

- All noise is to be maintained at minimum; No radios or music players are permitted on-site.
- No contractor is permitted to bring, maintain or secure any animals onto the property.
- No smoking by any contractor, contractor staff or associated personnel is permitted on the property at anytime.
- No offensive, derogatory, racist, sexist or otherwise unsavoury language or "wolf-whistling" will be permitted.
- All staff on-site are to refrain from attire which might cause offence to the owners, tenants, or their guests.
- No persons other than the contractor or their staff members are permitted access to site under the terms, conditions or privileges as described under the terms and conditions of this contract/agreement.
- No equipment or materials may be stored on-site beyond the term of the works without the express permission of the KPRA Manager.
- On-site parking will be limited to those spaces as designated upon confirmation of the contract.

**In addition to acceptance and signing of this document, a Contractor Induction Checklist is attached as Appendix 1. This Checklist also requires completion and signing before work can commence.**

### **Staff Member Facilities**

Toilets and hand-wash facilities are not available on-site, unless arranged prior.

One portable toilet may be located in a discrete position which is out of sight as best possible. Staff members must oblige the Rules of KPRA while on-site.

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## Health and Safety Conditions

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### Minimum Health and Safety Requirements (H&S) Application

- a) These requirements apply to Contractors and Sub-contractors alike. For the purpose of these requirements "Contractor" also means "Sub-contractor" notwithstanding that from time to time separate reference is made to Subcontractor in this document.
- b) Reference to "Contractor" and "Sub-contractor" includes both the Contractor organisation as well as its employees. If the Contractor is an individual "Sole Trader" then "Contractor" will be taken to mean that individual "Sole Trader".
- c) Reference to "The Customer" includes both the Association and/ or the officially appointed Manager appointed by the Association to manage works on its behalf.
- d) The following points cover minimum standards for a number of conditions most commonly related to contracted work at [this site] They are, however, not exhaustive and it is the responsibility of the Contractor to obtain a clear understanding of all health, safety and security arrangements for that subsidiary.

In all cases, good operating practice must be adopted.

### General Responsibilities

The Contractor shall comply with and ensure that its employees adhere to:

- a) Applicable New Zealand legislation, regulations and relevant local bylaws, particularly the Health & Safety at Work Act 2015, and associated Regulations.
- b) Applicable National/Local Body Codes of Practice. Kensington Park [the property] Contractor Minimum Health and Safety Requirements.
- c) The contractor will, at [the property's] request, submit a work programme specific safety plan and/or Job Safety Analysis (JSA) prior to commencing work for the Association. This will be done to the satisfaction of the Association.
- d) The Manager shall periodically monitor and assess the health and safety performance and compliance of the Contractor and its employees and Sub- contractors.

### Overlapping Duties with other PCBU's

Where there are multiple PCBU's (Person Conducting Business or Undertaking) working alongside each other, (for example, KPRA employees and contracted workers), each PCBU has a duty to ensure the health and safety of others through **consulting, co-operating and coordinating** activities with one another. This will primarily be achieved via routine and clear communication systems before work commences and as it progresses if required.

### Training and Competence of Key Personnel

- a) The Contractor shall ensure that its employees have received the health, safety and skills training that are relevant to the work to be undertaken. Evidence of competence achieved and/or training completed and/or training in progress may be required. Failure of individual Contractor employees to meet determined competency requirements will result in them not being able to work for the Association.
- b) All Contractor employees must successfully complete induction requirements before they will be authorised to work.

### Sub-Contractors

- a) The Contractor shall ensure that any Sub-Contractors employees meet induction and competency verification requirements.
- b) The Contractor shall ensure the Sub-Contractor is familiar with, and co-operates with all health and safety requirements.

### Right of Entry

Right of entry to controlled parts of Kensington Park shall be restricted to those companies and their employees who have successfully met induction and competency verification requirements, and to whom access has been authorised, although not withstanding that this access may be restricted at the KPRA Manager's discretion.

## **Security of Property**

- a) No goods, assets or general property is not to be removed from a site unless the Manager has approved such removal.
- b) The Contractor is responsible for the security of its own and its employee's property, and for ensuring that agreed standards of security are maintained in the course of the Contract to protect the property assets of the Association.

## **Emergency Evacuation**

All Contractor employees shall be inducted in the Emergency Procedures including those procedures especially amended in conjunction with the contractor to accommodate the works.

## **Accidents, Incidents and Near Misses**

- a) All incidents and near misses occurring must be reported to the Manager immediately, who will assist in completing, and retain a copy of the necessary incident report form.
- b) Notifiable injuries and incidents must be notified by the Contractor to the Manager and WorkSafe as soon as possible after the event.

## **Hazards**

- a) The Manager will make the Contractor aware of existing hazards within the area of control or operation of the Contractor.
- b) The Contractor shall identify hazards it brings to the site and assess and control hazards associated with the activities it undertakes as detailed in the Work Programme Specific Safety Plan or Job Safety Analysis.
- c) All newly identified hazards introduced by the Contractors activities impacting on other parties activities must be immediately reported to the Manager.

## **Notifiable Work and Authorisations**

The Contractor must follow procedures for Notifiable Work in New Zealand (as defined in Regulations 2 and 26 of the NZ HSE Regulations 1995) including 24 hour notification to WorkSafe NZ.

## **Equipment and Machinery Use**

- a) All necessary equipment and machinery for the purposes of the Contract shall be supplied by the Contractor unless otherwise agreed between the Contractor and the Manager.
- b) All equipment and machinery shall be suitable for the purpose for which it is to be used and it shall comply with any applicable legislation, Codes of Practice, or Standards.
- c) All equipment and machinery that is to be used during the Contract shall only be used by trained, competent, and where required, licensed operators.
- d) Work on, or involving existing equipment and machinery of the customer may not commence until the Manager has cleared commencement.

## **Electrical Equipment**

- a) Isolating transformers or RCD's suited to the equipment, are to be used on all portable electrical equipment.
- b) All leads are required to be of trade standard, certified and tagged.
- c) All electrical equipment must meet the nationally accepted standards and is to be made available for inspection if requested by the Manager.

## **Smoking**

The site has a no smoking policy that defines all areas within buildings as **No Smoking Areas**.

## **Drugs and Alcohol**

Drugs, except as prescribed by a registered medical practitioner, are not permitted on the site. Contractors are to have in place and act upon appropriate procedures to respond to any employees under the influence of drugs or alcohol.

## **General Health and Safety**

- a) The Contractor shall ensure work is carried out in a safe manner.
- b) It shall be responsible for any actions or inactions by itself or its employees affecting the safety of any persons.
- c) The Contractor shall ensure that its employees are aware of any permit to work requirements and permits for work will be obtained where required.
- d) The Contractor shall ensure that its employees are in a fit state and are competent to perform the required tasks at alltimes.
- e) The Contractor shall have primary responsibility for:
  - Administering first aid to its employees
  - Providing first-aid supplies for its employees
- f) The Contractors employees shall restrict their movements to areas related to their work activity.
- g) "No Access" and "Restricted Access" areas must be observed, unless otherwise authorised by the KPRA Manager.
- h) Oil, chemicals or any hazardous substances are not to be dumped in any storm water, or effluent drainage systems. Spills of oils, chemicals or other substances must be contained as well as possible and reported immediately to the KPRA Manager.
- i) Work areas are to be, maintained in a tidy and safe condition by the Contractor.
- j) All refuse must be taken off site or placed in onsite bins/areas designated for this purpose.

## **Safety Equipment and Personal Protective Equipment**

- a) The Contractor shall provide first aid equipment, and where required, other safety equipment of an approved type, and shall maintain this equipment in accordance with legal and industry standards.
- b) Fire extinguishers are not to be removed from their stations except in the event of an actual fire. If fire extinguishers are activated, the Manager is to be advised immediately. Where portable devices are required to be stationed as a precaution (as for hot works), these devices shall be supplied, charged and certified by the contractor.
- c) The Contractor shall supply its employees with protective clothing and equipment as required by legislation, codes of practice, or as required for use on site.
- d) The personal protective clothing and other protective equipment shall be maintained in good condition.

## **Scaffolding**

Scaffolding is to be erected and dismantled only by suitably qualified and endorsed persons.

## **Chemicals**

- a) Any chemical brought onto site, must be accompanied by a current Safety Data Sheet (SDS).
- b) No chemicals are to be left unattended on site without firstly notifying the Manager.

## **Breach of Rules**

- a) Where a breach of these Rules occurs or is likely to occur the Manager shall assess the gravity of the breach or potential breach and may suspend the Contract.
- b) Agreement or Purchase Order in such circumstances pending a final determination.
- c) If the breach or potential breach is the result of the action or inaction of the Contractor's employee(s), the Customer and the Manager may require the employee(s) involved to be suspended from the site, either as a final action or pending resolution of the issue. Any consequential costs incurred by this action will be met by the Contractor.

## **Auditing by the Manager**

The Contractor agrees to accept and co-operate with audit of their systems and on-site performance.

## **Summary**

Although these Term and Conditions are not exhaustive they are intended to establish high standards of workplace health, safety and security as agreed ways of working with at the site.

It is hoped that these standards will operate to the advantage of all concerned. If in doubt, please ask before proceeding.

**DECLARATION (To Be Signed by Contractor and / or Sub-Contractor)**

**Contracting Company:**

**Name of Contractor Representative:**

**Address of Contractor:**

I acknowledge receipt of the requirements for work conditions as included in this document and confirm agreement to the terms, conditions and payment processes within the contract. I agree to comply with these Requirements and I will ensure that all employees for whom I have responsibility, including those of any subcontractors, shall also read, understand and comply with its contents.

Name:

Position:

Owner / Manager Signature:

Date:        /        /

**Signed on behalf of the Contractor by:**

Name:

Position:

Signature:

Date:        /        /

**Signed on behalf of KPRA by the Manager.**

Name:

Position:

Signature:

Date:        /        /

## Appendix 1: Contractor Induction Checklist

**Before commencement of work, the Site Contact shall review or show the following points to the worker:**

	Discussion Points	✓
1.	Orientation to general workplace - include restricted areas	
2.	Introduction to KPRA health and safety requirements – including processes for reviewing and discussing documented work safety plans such as Safe Work Method Statements(SWMS)/Job Safety Analysis (JSA)	
3.	Review of contractors responsibilities to ensure all sub-contractors complete a health and safety induction before work commences	
4.	Awareness of other non - related contractors working in the same vicinity	
4.	Discuss the process for ensuring all parties working in the same vicinity (KPRA workers, contractors and others) are <i>consulting</i> with one another, <i>co-ordinating</i> their work and <i>co-operating</i> with one another.	
4.	Communication of KPRA hazards and controls relevant to the area of their work	
5.	Communication of contractor risks potentially affecting KPRA workers and others	
4.	How hazards and risks are to be communicated as work progresses. Frequency and requirements for review meetings.	
5.	Applicable to roof work only: <ul style="list-style-type: none"> <li>• Review KPRA Roof Anchor Layout Plan on the Pool and Gym building</li> <li>• Sight appropriate height safety qualifications of contractors</li> <li>• Confirm WorkSafe NZ has been made aware of the Notifiable Works (if applicable)</li> </ul>	
6.	Discuss who incidents are to be reported to and review responsibilities for reporting Notifiable injuries/incidents to WorkSafe NZ.	
7.	Location of First Aid facilities	
8.	Emergency evacuation procedures and assembly points	
9.	Process for completion of work and leaving the site.	
10.	Provision of KPRA reporting lines and site contact details.	
11.	Security and privacy requirements	

### Contractor Induction Acknowledgement

I confirm that I have been advised of the KPRA's health and safety requirements. We will advise KPRA of any significant changes to our processes and understand it is our responsibility to comply with the Health and Safety at Work Act (2015)

Company	Name and Position	Signature	Date

### KPRA representative completing induction

Name	Position



Kensington Park

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RESIDENTS' ASSOCIATION

# Health and Safety Manual

- Section 1: Introduction & Policy
- Section 2: Committee & Manager Activities
- Section 3 (a): KPRA Staff Policies
- Section 3 (b): KPRA Staff Handbook
- Section 3 (c): KPRA Reporting Templates
- Section 4: Contractor Activities