



Vision Painters Ltd

Workplace Health & Safety Manual

Commitment to Health & Safety

Management Practices

Associated documentation

- Serious harm WorkSafe report form
- Accident/Incident investigation form
- Hazard/Risk assessment quick guide and form
- Consent for release of medical information form
- Template letter to employees doctor
- Code of conduct
- Health and wellbeing policy
- Health and safety meeting form
- Motor vehicle policy
- Drugs and alcohol policy

Vision Painters Ltd

Health and Safety Policy Statement

Vision Painters Ltd is committed to ensuring the safety of our workers and customers, as well as that of visitors and contractors on the company premises. We recognise the positive impact that enhanced health and safety brings to the business, our workers and our stakeholders.

Health and safety is everyone's business, and everyone is expected to share in our commitment to minimise risk to effectively reduce the incidence of workplace accidents, which may cause personal injury, property damage or loss of any kind. Furthermore workers are encouraged to be involved in decisions concerning; changes to facilities, work procedures, or any other area that may affect the health and safety of workers and other visitors to our workplace

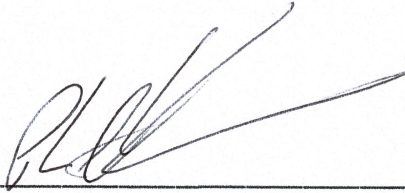
Vision Painters Ltd will provide and maintain a safe working environment and actively assess workplace risks and manage workplace hazards including high risk machinery. All reasonably practicable steps will be taken to prevent harm occurring to workers and other people at our workplace and their health, safety and welfare will be actively promoted by:

- Complying with all relevant health and safety legislation, standards and codes of practice.
- Ensuring the PCBU (business owner), Officers and workers understand, actively participate, and are accountable for health and safety as we exercise our duties.
- Providing training, to assist in the promotion of a healthy and safe workplace.
- Ensuring all contractors, sub-contractors and visitors recognise the need to comply with the company's health and safety practices.
- Encouraging workers to recommend practices, which enhance the health and safety standards and to continuously improve health and safety practices.
- Supporting, through appropriate rehabilitation and return to work strategies, any workers who are injured at work.
- Actively assess workplace risks and manage workplace hazards with timely and appropriate controls.

Individual workers are expected to co-operate in the objective of making this a healthy and safe workplace and therefore are required to:

- Observe and practice safe work methods, rules and instructions relating to their work.
- Report any unsafe work condition, unsafe work practices, any faulty appliance or piece of equipment, any accident and/or incident to their manager immediately.
- If it is within their abilities, to minimise and eliminate workplace hazards/risks wherever possible.
- Wear the relevant personal protective equipment required for their place of work.
- Ensure that no action or inaction by them will cause any harm or injury to any other person.
- Are encouraged to participate in the continuous improvement of the company's health and safety practices.

As a business in a medium - high risk industry we will ensure a health and safety representative is elected. Or as a business with more than 20 workers we will ensure a health and safety representative is elected.



Phillip Christian, Director/owner, 23.03.2026

This Policy Statement is effective from the above date and will be reviewed every two years.

● Health and Safety Meetings

Vision Painters Ltd recognises the contribution and value our workers bring to ensuring the health and safety of the work environment. As such health and safety meetings will be held on a monthly basis.

The purpose of the health and safety meetings is to:

- Allow workers to voice their concerns, issues and ideas
- Communicate relevant changes in health and safety matters
- Provide information on current topical health and safety issues
- Discuss and implement improvements to the company health and safety practices.
- Discuss the implementation of any new equipment; including associated procedures and safety initiatives that may be needed.
- Provide a continuous communication loop of safety issues for all workers

In addition, Vision Painters Ltd conducts regular toolbox talks. These involve worker participation in discussing specific aspects of safety or wellbeing related to the work environment. Toolbox talks are typically short, informal discussions and are carried out as required, particularly when introducing new tasks, equipment (such as mobile scaffolding or waterblasting equipment), or when addressing identified risks.

Records of all health and safety meetings, regular toolbox talks and other health and safety training methods will be held on file for five years.

For companies

● First Aid Arrangements

The company undertakes to have sufficient first aid resources available to ensure a safe working environment.

First aid kits are maintained in all company vehicles and are readily accessible:

Workplace first aid kits are located:

Van – LPK101: located in the middle seat

Van – LJE999: located on the middle shelf near dropsheets

Station wagon: located in the boot

Workers are expected to familiarise themselves with the location of first aid kits and to report any items that require restocking.

In the event of an injury or medical emergency, workers will seek appropriate medical assistance, including contacting emergency services if required.

● Risk Assessment

24.1 Hazard Identification and Management

Vision Painters Ltd recognises their duty to eliminate risks to health and safety, so far as reasonably practicable; and if it is not practical to eliminate a risk, we will seek to minimise the risks, through performing the following risk assessment steps:

1. Identification of hazards – describe the hazard and state the location of the hazard
2. Risk analysis and assessment – rate the risk associated with each hazard and specifically identify any **Key Risks for the business**
3. Recommend the control measure/s in order to eliminate or minimise the risk
4. Complete details on managing the workplace risk in the company **hazard and risk assessment register**

If difficulties are experienced in identifying, eliminating or controlling hazards, an outside contractor with appropriate experience and expertise may be engaged by Vision Painters Ltd

Vision Painters Ltd

Commits to identifying and documenting hazards, assessing their risk and instituting controls:

1. For the current work environment and its equipment and substances
2. For any new sites as soon as the situation arises
3. Whenever a new process or new equipment is introduced
4. Whenever a new hazard is observed or reported.

Furthermore, Vision Painters Ltd commits to

1. Review the Hazard Register to re-assess the risks on an annual basis
2. Perform a risk assessment and manage the hazards whenever a new process or new equipment/machinery is introduced
3. Review the risk and control measures when an incident, a near miss or a preventable accident occurs

4.2 Advising about Hazards and Risks

The completed hazard register will be made available to all workers, contractors and visitors.

All workers must be inducted into hazards and key risks associated with the work being performed. Individuals must familiarise themselves with the hazards and risks relevant to their role, and abide by any relevant instructions, controls and/or warnings. In the event that an individual is unsure about the meaning of the information they have been provided with, it is their personal responsibility to seek clarification from the manager or owner of the business.

It is the responsibility of management to ensure that this information is:

- Up to date
- Readily available
- Easily explainable

4.3 Actioning Recommendations

When hazards have been identified, you must take reasonably practicable steps to:

- **Eliminate the hazard**
- **Substitute the hazard with a less harmful option**
- **Minimise the hazard through instituting controls**

When minimising the hazard: What controls (barriers to harm) can I institute?

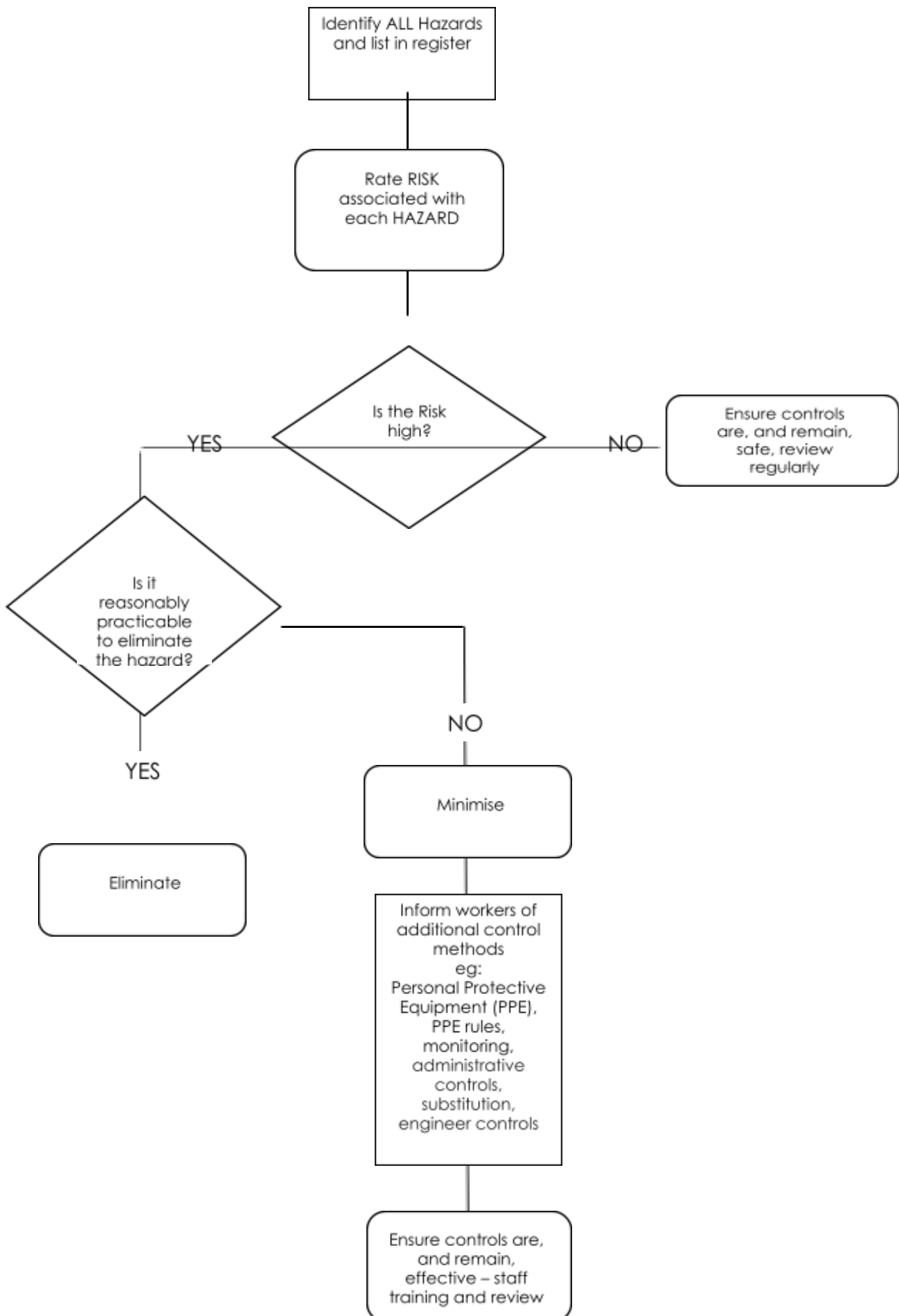
- **Administrative Controls** (or work practice **controls**) e.g. signage, change to procedure. These are changes in work procedures such as written safety policies, rules, supervision, signage, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations
- **Engineering Controls** e.g. guarding, ventilation, respirators, noise reduction. These are used for a change to a process or the equipment being used. Often used with machinery and electrical equipment, enclosing the hazard to prevent exposure during normal operations, barriers such as ventilation/respirators to reduce exposure.
- **Personal protective equipment (PPE)** e.g. safety glasses, high-viz vests, hearing protection, protective gloves, overalls, aprons etc.
- **Isolate** – it is not as common to be able to isolate, however you can section off areas of work to prevent people accessing the at risk area, people working with gas and electricity works would use this control method. Also when a serious accident occurs you are required to isolate the accident area off.

It will depend on the hazard, as to how you manage the risk through instituting one or a series of controls, remembering that the more control barriers between the person and the potential hazard, the better the risk management:

ACTION: Identify hazards in your place of work, using the Hazard Control Working Document, rate the risk associated with the hazard, then transfer these onto the 'Hazard Register'.

TIP: Identify equipment individually, if you have two pieces of equipment the same, or very similar they should be easily identifiable. To avoid confusion with operators looking at manuals, SOP's, and assists service people to work on the correct piece of equipment e.g. number them 1, 2

4.4 Hazard Management Process Flowchart



Risk Assessment Form

Use as a working document to identify hazards and rate their risk.

List Hazard Identified	Which site or department is this hazard applicable too?	Danger level associated with Hazard			Likelihood of Danger occurring			What controls have been instituted to manage the risk? E.g. Elimination, substitution, Isolation , Engineering controls, Administrative controls, PPE gear, training	Review date
		Very serious (High)	Serious (Medium)	Minor (Low)	Very Likely	Likely	Unlikely		
Slip/trip falls –cord lying across a walkway	The main office		X			X		we enclosed the cord in a rubber dropper protector	
Working at height (ladders, scaffolding)	On-site painting jobs, roofs, elevated work	X				X		Use scaffolding or MEWP where possible, ladder inspections, secure ladders, fall protection, harness where required, worker training, toolbox talks	03 Apr 2027
Manual handling (lifting drums, equipment)	All painting operations		X			X		Use trolleys and lifting aids, team lifts, safe lifting training, store loads at waist height, smaller containers	03 Apr 2027
Inhalation of solvents/isocyanates/spray mist	Spraying, mixing paints, clean up		X			X		Substitute low-VOC/waterborne products, ventilation, spray extraction, respirators (fit tested), SDS available, training	03 Apr 2027
Dust from sanding, scraping, cleaning up	Surface preparation and clean up		X			X		Dust extraction sanders, wet sanding, respirators, HEPA vacuum, test for lead/asbestos, licensed removal if required. Wear PPE when changing vacuum bags.	03 Apr 2027

List Hazard Identified	Which site or department is this hazard applicable too?	Danger level associated with Hazard			Likelihood of Danger occurring			What controls have been instituted to manage the risk? E.g. Elimination, substitution, Isolation , Engineering controls, Administrative controls, PPE gear, training	Review date
		Very serious (High)	Serious (Medium)	Minor (Low)	Very Likely	Likely	Unlikely		
Slip/trip falls –cord lying across a walkway	The main office		X			X		we enclosed the cord in a rubber dropover protector	
Chemical contact (skin/eyes)	Mixing and handling paints		X			X		Gloves, eye protection, protective clothing, safe handling procedures, SDS access, spill kits	03 Apr 2027
High-pressure waterblasting	Prep work / exterior cleaning		X				X	Training, PPE, exclusion zones, equipment checks, safe operating procedures	03 Apr 2027
Spray painting in confined spaces	Interior spraying	X				X		ventilation, respirators, isolate area, signage, restricted access, air monitoring if required	03 Apr 2027
Vehicle movement and driving	Travel to and from sites	X				X		Licensed drivers, vehicle maintenance, load restraint, safe driving policy, fatigue management	03 Apr 2027
Noise from tools/equipment	All worksites		X			X		Hearing protection, limit exposure, maintain equipment	03 Apr 2027
Slips, trips and falls	Work sites and workshop	X			X			Good housekeeping, manage cords and dropsheets, signage, clean spills immediately, non-slip footwear	03 Apr 2027
Fire from paints and thinners	Storage and use areas	X					X	Proper storage cabinets, no ignition sources, fire extinguishers, limit quantities, training	03 Apr 2027
Working around public	Residential and commercial sites		X			X		Barriers, signage, communication with clients, restricted work zones	03 Apr 2027

List Hazard Identified	Which site or department is this hazard applicable too?	Danger level associated with Hazard			Likelihood of Danger occurring			What controls have been instituted to manage the risk? E.g. Elimination, substitution, Isolation, Engineering controls, Administrative controls, PPE gear, training	Review date
		Very serious (High)	Serious (Medium)	Minor (Low)	Very Likely	Likely	Unlikely		
Slip/trip falls –cord lying across a walkway	The main office		X			X		we enclosed the cord in a rubber dropover protector	
Lead/asbestos/mould exposure	Renovation work		X				X	Testing before work, stop-work if identified, licensed removal, PPE, training	03 Apr 2027
Electrical tools and leads	All worksites	X					X	RCDs, test and tag, inspect leads, isolate faulty gear, keep equipment dry	03 Apr 2027

Comments

Risk Matrix and Rating

		How likely is it to happen?			
Hazard Category How severely could it hurt someone or how ill could it make someone? ↓	Very likely could happen anytime	Likely could happen at some time	Unlikely could happen but very rarely	Very unlikely may happen but probably wont	
	Kill or cause permanent disability or ill health	H	H	H	M
Long term illness or serious injury	H	M	M	M	
Medical attention and several days off work	H	M	L	L	
Minimal threat to health and well-being First aid may needed	M	M	L	L	

RISK RATING
HIGH
MEDIUM
LOW

4.7 Vision Painters Ltd Hazard Register

Review Date:

Hazard Identification and Analysis					Action Required			
Hazard Identified	Risk Rating	Is it a SIGNIFICANT RISK? E.g. notifiable event Yes/No	Is it reasonably practicable to:		What Controls are required? (including existing)	By Whom?	By When? (DATE)	Action Completed on (DATE)
			Eliminate ?	Minimise ?				
Working at height (ladders, scaffolding)	H	YES	NO	YES	Use scaffolding or MEWP instead of ladders where possible, ladder inspections, secure ladders, fall protection, harness where required, worker training, toolbox talks	Director / Site Supervisor	Ongoing	
Manual handling (lifting drums, equipment)	M	NO	NO	YES	Use smaller containers, team lifts, lifting aids, training in safe lifting, store materials at waist height	Site Supervisor	Ongoing	
Inhalation of solvents/isocyanates/spray mist	M	YES	NO	YES	Use water-based products where possible, ventilation, respirators (fit tested), spray booths or extraction, SDS available,	Director	Ongoing	

					training			
Dust from sanding, scraping, cleaning up	H	YES	NO	YES	Dust extraction sanders, wet sanding, respirators, testing for lead/asbestos, HEPA vacuums	Site Supervisor	Ongoing	
Chemical contact (skin/eyes)	M	NO	NO	YES	Gloves, eye protection, protective clothing, safe handling procedures, SDS access, spill kits	Site Supervisor	Ongoing	
High-pressure waterblasting	M	NO	NO	YES	Training, PPE, exclusion zones, equipment checks, safe operating procedures	Director	Ongoing	
Spray painting in confined spaces	H	YES	NO	YES	Ventilation, respirators, isolate area, signage, limit access, air monitoring if required	Director	Ongoing	
Vehicle movement and driving	H	YES	NO	YES	Licensed drivers, vehicle maintenance, load restraint, safe driving policy, fatigue management	Director	Ongoing	
Noise from tools/equipment	M	NO	NO	YES	Hearing protection, limit exposure time, maintain equipment	Site Supervisor	Ongoing	
Slips, trips and falls	M	NO	Yes (partially via housekeepin	YES	Good housekeeping, manage cords/dropsheets, signage, clean spills immediately	All Staff	Ongoing	

5. Accident, Incident or near miss Investigation

5.1 Accident, incident or near miss recording

In the unfortunate event that there is an accident or a near miss it is important that we learn from this, and put in place measures to prevent a recurrence. The recording of accidents and near misses enables us to track any trends, which may highlight further preventative measures that may be implemented. All workers should understand how to report an accident, incident or near miss

5.2 Recording Accidents and Near misses

An Accident/near miss and incident investigation report form should be completed for:

- a) Every work-related accident e.g. falls, strains, sprains, car accident, bruising, burn
- b) A work-related serious harm accident that happens to a person
- c) A near miss incident that did not cause harm, but may have done so in other circumstances.

The form must be completed within 24 hours and your manager should be notified immediately. The form should be filed digitally in the Vision Painters Shared Drive 'Health & Safety Folder and within the Health and Safety Folder in the passenger door of each vehicle

TIP: Incidents or near misses are often an indicator of potential harm, and timely reporting is essential

ACTION: By recording incidents and near misses you can take a proactive stance to design solutions that may reduce risk of harm. When there is an incident or near miss occurs, which had the potential to harm another person, you should record the details and alert your supervisor as soon as practical, should safety interventions need to be assessed

5.3 Investigating accidents, near misses, property damage or equipment damage

In order to prevent recurrences of accidents an investigation should be carried out when an accident or near miss occurs. Fill in the Accident/incident/near miss investigation form each accident and / or incident resulting in injury. This form can also be used to record damage to property or equipment, to assist in preventing harm to people from accidentally using faulty equipment.

It is best practice to carry out an investigation for every accident or near miss. However, it is understood and accepted that sometimes minor accidents do happen and there is little

that can be done to prevent this. The aim of an accident investigation is to ensure preventable accidents do not happen.

As such an accident investigation **MUST** be carried out in the following circumstance:

- a) The event of an injury requiring medical attention
- b) The event of an injury requiring lost time from work
- c) The event of a serious harm injury
- d) In the event of a preventable accident/near miss

A preventable accident/near miss is one for which steps could have been taken to prevent the accident/near miss happening. For example, tripping over wires that have been left across corridors, incorrect stacking causing goods to fall from height onto people etc.

PHOTOGRAPH(S) OF THE DAMAGE, ACCIDENT SCENE,

Analysis:

What were the causes of the accident?

Very serious Serious Minor

WHAT IS THE CHANCE OF IT HAPPENING AGAIN?

Likely Occasional Rare

Prevention / Follow up action

What action has or will be taken to prevent a recurrence?
(Tick items already actioned. Use space overleaf if required)

Actioned

By whom

When

This investigation has been recorded in the hazard register

Type of treatment given

Name of person giving first aid

Doctor/Hospital

Accident investigated by

Date

Manager advised immediately

Worksafe advised if necessary
YES / NO

5.4 A notifiable event – (notifiable illness and/or injury)

Death or:

- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: serious head injury, respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- The separation of his or her skin from an underlying tissue (such as de-gloving or scalping):
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

Notifiable Illness includes any infection that is attributed to:

- Treatment or care to a person that involves blood or bodily fluids or involves, or involves handling or contact with animals, animal pelts or skins, or involves contact with fish or marine mammals
- Occupational conditions contracted during the course of work including: anthrax, non-seasonal influenza of animal or birds

5.5 A notifiable incident

- When there is an unplanned or uncontrolled workplace incident exposing a worker or any other person to serious risk to that person's health and safety due to immediate or forthcoming exposure to:
 - An escape, a spillage, or a leakage of a substance; or
 - An implosion, explosion, or fire; or
 - An escape of gas or steam; or
 - An escape of a pressurised substance; or
 - An electric shock; or
 - The fall or release from a height of any plant, substance, or thing; or
 - The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
 - The collapse or partial collapse of a structure; or
 - The collapse or failure of an excavation or any shoring supporting an excavation; or

- The inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- The interruption of the main system of ventilation in an underground excavation or tunnel; or
- A collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- Any other incident declared by regulations to be a notifiable incident for the purposes of this section.

What you must do immediately after a notifiable event

1. Preserve the site and notify your manager

The person who manages or controls the workplace must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe Inspector authorises you to do so.

The site may only be disturbed if:

- you need to assist the injured person
- it's essential to make the site safe or minimise the risk of someone else being hurt or killed
- directed to do so by the Police
- permitted by the WorkSafe or a WorkSafe Inspector.

To ensure the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the site should stop. Work may continue in other parts of the workplace
- no alterations should be made to the plant, vehicles, or structures involved.

2. Notify WorkSafe

If someone is seriously injured as a result of work, then:

- You must notify WorkSafe as soon as possible after you become aware that someone has been injured.
- The notification must be made even if Emergency Services attend.
- Only one notification is required for each notifiable event.

If there are multiple businesses involved with the work, then one of the businesses should be nominated to notify WorkSafe.

Note that all businesses involved with the work are responsible for making sure that the notification is made by the nominated business.

3. Keep records

You must keep records of all Notifiable Events for at least five years from the date of the event.

What happens next?

Once WorkSafe have received your notification, it will be reviewed by the Response Team. They will contact you about the next steps.

There are a number of options available, including conducting an investigation or inviting you and your business to participate in an assisted review of your health and safety system.

If no action is required, we will confirm this with you.

While there is no requirement under the Health and Safety at Work Act 2015 (HSWA) for you to conduct your own investigation of a notifiable event, investigations can form part of good practice to identify and manage work risk.

After a notifiable event, you should consider:

- investigating what happened
- working out what you can do to stop this happening again
- make changes

NOTIFICATION OF A DEATH OR A NOTIFIABLE INJURY OR ILLNESS



Use this form to notify WorkSafe New Zealand of a notifiable event ie an injury, illness or death to a person(s), as required by section 56 of the Health and Safety at Work Act 2015 (the Act)

Did you know you can save time by completing this form online, [click here](#)

Notifier details

Are you making this notification as a: <small>(See the last page of this form for descriptions of these terms)</small>		<input type="radio"/> PCBU	<input type="radio"/> Other
Title:	Last name:		
First name:		Middle names:	
Phone number:		Mobile number:	
Postal address:			
Town/city:		Postcode:	
Email:			

Details of event

Date of event:

(dd/mm/yyyy)

Time of event:

(e.g. 2:20pm)

Event address:

Town/city:

Postcode:

Provide a description of what happened:

Confirm that the site has been preserved, as required by section 55 of the Act:

Have you notified any other agency? Yes

No

Notified agency name:

Notified agency phone number:

Injury Details:

Have multiple people been injured?

- Yes (complete and attach one copy of this page per person) No

Nature of Injury

Select all applicable (If the event you are attempting to notify us of does not appear in this list, then notification is not required and this form cannot be used):

- | | |
|--|---|
| <input type="checkbox"/> Death | <input type="checkbox"/> Amputation of any body part |
| <input type="checkbox"/> Serious head injury | <input type="checkbox"/> Serious eye injury |
| <input type="checkbox"/> Serious burn | <input type="checkbox"/> Separation of skin from underlying tissue (scalping or degloving) |
| <input type="checkbox"/> Spinal injury | <input type="checkbox"/> Loss of bodily functions |
| <input type="checkbox"/> Serious lacerations | <input type="checkbox"/> Injury or illness that requires (or would usually require) immediate hospital admittance |
| <input type="checkbox"/> Injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance | <input type="checkbox"/> Serious infection (incl occupational zoonosis) |
| <input type="checkbox"/> Other injury or illness declared notifiable by regulations | |

Body part(s) affected

Select all applicable:

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Head | <input type="checkbox"/> Neck | <input type="checkbox"/> Trunk |
| <input type="checkbox"/> Upper limb | <input type="checkbox"/> Lower limb | <input type="checkbox"/> Systemic internal organs |

Injury description

Briefly describe the injury:

Treatment attempted:

- Not known First aid only Doctor (not hospital) Hospitalisation

I have attached any supporting information (photographs or diagrams).

(supporting information is not mandatory, but should be supplied when helpful in explaining the incident)

Injured/Ill person details

Family/surname:	Given names:	
Date of birth:	Gender:	
Residential address:		
Town/city:	Postcode:	
Injured person's phone number:		
Affected person type:		
<input type="radio"/> Contractor (self-employed)	<input type="radio"/> Worker	<input type="radio"/> Other
How many hours had the person been at work when the incident occurred:		

PCBU Details

Legal entity name:
(the name that is used on official legal documents)

Trading name:
(if different to legal name)

New Zealand Business Number (NZBN):

Industry:

<input type="radio"/> Accommodation and Food Services	<input type="radio"/> Administrative and Support Services	<input type="radio"/> Agriculture
<input type="radio"/> Arts and Recreation Services	<input type="radio"/> Construction	<input type="radio"/> Education and Training
<input type="radio"/> Electricity, Gas, Water and Waste Services	<input type="radio"/> Financial and Insurance Services	<input type="radio"/> Fishing
<input type="radio"/> Forestry	<input type="radio"/> Health Care and Social Assistance	<input type="radio"/> Information Media and Telecommunications
<input type="radio"/> Manufacturing	<input type="radio"/> Mining – Minerals	<input type="radio"/> Mining – Petroleum
<input type="radio"/> Mining – Other Services	<input type="radio"/> Not Elsewhere Included	<input type="radio"/> Other services (specify below)
<input type="radio"/> Professional, Scientific and Technical Services	<input type="radio"/> Public Administration and Safety	<input type="radio"/> Rental, Hiring and Real Estate Services
<input type="radio"/> Retail Trade	<input type="radio"/> Transport, Postal and Warehousing	<input type="radio"/> Wholesale Trade

Specify other:

Physical address:

Town/city:

Postcode:

Postal address Same as above

Postal address:

Town/city: Postcode:

PCBU phone number: PCBU mobile number:

PCBU contact:
(first name, last name)

Email:

Is the PCBU investigating? Yes No

Health and Safety Representative (HSR) details

There is an HSR working for this organisation They are NZQA qualified to use their powers

Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:
(first name, last name)

Date:

Designation:

Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification

Where to send your completed form

Print, complete and scan this form, or fill in the PDF version. Once completed, email it to WorkSafe:
healthsafety.notification@worksafe.govt.nz

If emailing this form is not practical, you may post it to:

The Registrar
WorkSafe New Zealand
PO Box 105-146
Auckland 1143

Terms

PCBU — A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. It does not include workers or officers of PCBUs, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

Worker — A worker is an individual who carries out work in any capacity for a PCBU. It includes an employee, a contractor or sub-contractor, an apprentice or trainee, a person on work experience or a work trial, or a volunteer worker. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

6. Work Place Injuries and Rehab

Vision Painters Ltd does all within its power to minimise the risk of workplace injuries. However, in the event of a workplace injury resulting in time off work the company will:

- Provide payment for the first week in accordance ACC cover in place at the time
- Endeavour to work with ACC to ensure rehabilitation and return to work as soon as possible
- Carry out an investigation into the accident which caused the injury, and take steps to minimise the risk of a repeat of the incident.

6.1 Acceptance of workplace injury claims

It is a condition of acceptance of a workplace injury claim that an Accident and Serious Harm Report must be completed in respect of the accident which caused the injury.

In the event that a workplace injury claim is received without an Accident and Serious Harm Report being first completed then the company reserve the right to challenge the claim.

Unfortunately there are a few who abuse workplace injury claim entitlements. This has a very negative impact on your team members, and smooth running of the business. If we have concerns about the validity of a workplace injury claim we reserve the right to raise these concerns with you and/or with ACC. If necessary we make take action such as referral of the claim back to ACC, medical referrals, EAP referrals and disciplinary action.

6.2 Work related stress

OSH guidelines define stress as "the awareness that the individual is not coping with the stressors and that awareness being of concern to that individual". This definition has been tested in court and is generally accepted as the working definition. The implications of this are that stress is seen as a realisation, a feeling, an awareness – **stress is not a condition in its own right.**

There is an obligation (in health and safety terms) on the worker to inform the employer, so that an investigation can occur. In certain cases where the worker's avenue of support is compromised e.g. harassment/bullying by senior colleague, it may not be practicable to inform the employer.

New guidelines for doctors recommend that the stress diagnosis be clearly articulated, along with the work place factors relevant to the work place stress diagnosis.

6.3 Obtaining medical information

From time to time it may be necessary to obtain medical information about a worker. This information is generally necessary to enable management to make informed decisions. In most cases neither the worker nor the employer have medical training, therefore the advice of an expert is essential to the decision-making process.

Some examples of where this may be necessary are:

- Where you are trying to facilitate a return to work for a worker but you want to ensure that the environment is safe for them. For example, if they have suffered a back injury, but the job still requires them to do lifting. Use of lifting devices, or lifting restricted by height/weight etc. may be OK. However, any decisions should only be made on things like this with proper medical advice.
- You may be considering **medical retirement** where a worker may no longer be able to do the job for which they are employed.
- A worker's level of sick leave or sick leave pattern is causing concern and you would like to understand if there is any underlying medical condition behind this.
- A worker may have been given a medical certificate which states they are "fit for light duties". But further information is required about what constitutes 'light duties'.

Whatever the reason for needing the information, it can only be obtained with the express written consent of the worker. This can be accomplished by asking the worker to complete the **Consent for release of medical information form**.

The **Template letter to the doctor** will also help you to write the appropriate letter to the doctor. The information requested of the doctor should be restricted to that necessary to make the necessary business decision.

6.4 New guidelines for doctors on information to be included in medical certificates

The new standards for writing medical certificates places an increased emphasis on the quality of the information doctors provide in the medical certificate, balancing the patient's needs; including privacy, and the need for clear concise information required by receiving agencies.

- The information provided in a medical certificate should be accurate and based on clinical observation (not patient comments)

- Clearly outline those activities that are safe for the patient to undertake, any restrictions. If there are duties that should not be attempted these should also be clearly outlined.

A diagnosis is not usually recorded, unless the diagnosis has direct implications for the workplace. An example where a doctor would seek a patient's consent to include a diagnosis in the certificate along with possible workplace factors which may have contributed to the patient's condition would be a workplace injury or illness - where the employer may need to take action to prevent a recurrence, or where the illness or injury may have an impact on co-workers and the public e.g. a chef is diagnosed with a food borne illness.

If an employer is concerned about the level of detail provided in a medical certificate, then the employer should seek the patient's consent in writing, and then approach the doctor who issued the certificate see section 3.9

6.5 Withholding consent for the release of medical information

In the event that your worker refuses to allow the release of medical information then an employer is within their rights to proceed on the basis of the information that they do have available.

In the event of this happening it is strongly recommended that further professional advice is sought before taking any action.

6.6 Confidentiality of information

Medical information must be treated with utmost confidentiality by the employer. It must only be used for the purposes for which it was obtained.

Doctors are also governed by confidentiality and they will only release such information as deemed necessary or appropriate to the situation.

7. Emergency management

7.1 Responsibilities

Vision Painters Ltd recognises the need to be prepared for emergency situations that may be encountered while at work. This policy applies to all full-time and part-time workers, contractors and any client on our site.

As the owner, Phillip Christian is responsible for:

- Acting as the warden for Vision Painters Ltd and when I am not on site

Billie Hoggard or present Team Leader is the warden.

The warden is responsible for:

- Ensuring all staff receive emergency preparedness training
- Maintaining emergency supplies of water and provisions in accordance with civil defence requirements
- Maintaining a register of those staff who may require special assistance in the case of an emergency requiring evacuation.
- Maintaining a register of all emergency evacuation drills, that are to be carried out at least once every six months.

All staff are responsible for:

- Maintaining familiarity with emergency responses and following procedures
- Advising Phillip Christian of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability)
- Ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).

7.2 Procedures

When emergency services are required

- For emergency services 111 and ask for the service you require: FIRE, AMBULANCE or POLICE
- Stay calm, give your name, details of the emergency, and street address and phone number - which is

Vision Painters Ltd, 7 Pound Street, Warkworth 0910

PH: 022 436 4887.

Fire

Ensure you are familiar with the building evacuation procedure.

If you discover a fire:

- Activate the alarm and dial 111
- Alert people in your area and the warden or a health and safety representative in his/her absence
- Do not extinguish the fire unless there is no personal danger to you or anyone else
- If time permits and there is no danger, close all doors and windows
- Evacuate the building following the evacuation procedure
- After evacuation meet at the mailbox of the property

If the fire alarm sounds:

- Walk quickly to your nearest exit
- Make sure any visitors leave the building with you
- Do not stop to take personal items with you
- Keep to the left of the stairs
- Meet at the assembly area and report to the warden

Earthquake

- Keep calm
- Move away from windows, equipment and shelves that may fall
- Take cover under solid furniture such as tables and desks
- Do not try to evacuate until the shaking has stopped
- Be prepared for aftershocks

When the shaking stops:

- Keep calm and help those who need assistance
- Warden will turn off all electrical sources and gas taps
- Wait for orders from your warden
- Check for hazards and extinguish any fires if safe to do so
- Evacuate if instructed to do so
- Listen to the radio for civil defence instructions.

If you need to evacuate or the fire alarm sounds:

- Use evacuation procedures to leave the building
- Keep together
- Follow the warden's instructions
- Meet at the assembly area

Flooding (in building, e.g. sprinklers)

- SHUT off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else
- TRY to identify the source of the flooding if safe to do so
- PREPARE to evacuate

Flood (natural disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else
- Move vital records to highest accessible point if safe to do so
- Notify emergency services
- Prepare to evacuate

Unwanted visitor

If a person is displaying unusual behaviour:

- Keep calm, make no sudden movements
- Do what the offender asks
- Try to memorise as many details about the offender as possible
- Notify police as soon as it is safe to do so. Leave the phone line open until police arrive

Explosion

In the event of an explosion emergency with casualties:

- Protect yourself and take cover
- Alert people in the immediate area of the explosion
- Set off the evacuation alarm (when in a building)
- Evacuate the area
- Call ambulance and fire service and seek medical aid if readily available
- Move casualties as little as possible until a full examination reveals the extent of injury
- If a casualty's general condition and injuries allow, raise into a half-sitting position and support head and shoulders
- Loosen any constricting clothing around the neck, chest and waist
- Control bleeding and check any wounds
- Check and monitor breathing rate, pulse and level of responsiveness
- If the casualty is unconscious, open the airway and check breathing
- Perform CPR if required

Medical Emergencies

- KEEP CALM - KEEP SAFE - CALL FOR HELP - PHONE FOR AMBULANCE
-CONTACT FIRST AIDER
- If patient is unconscious – keep airway open
- Do not move the patient unless their breathing has stopped (in which case apply rescue breathing)
- Keep patient warm and calm
- If a patient is conscious – try to establish what happened
- Control bleeding if occurring
- Treat burns immediately – immerse in cold water

Bomb threat

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise. Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm
- Keep the person talking – don't interrupt
- Let them feel in charge – keep the person on the line, don't hang up
- Do not operate the manual alarm points or electrical switches, or use a mobile telephone as this may activate the device
- Attract assistance if possible and have this person alert staff and notify Police on 111
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller)

Armed Hold-ups – if you carry cash on your premises

Most people who carry out armed hold-ups look for premises that are isolated, easy to enter and leave and where the worker may offer little resistance, for example a staff member working on their own at night.

It is important to be aware of people coming into the workplace. Also, be aware of cars driving past slowly more than once.

Suspicious activities and people should be reported to police immediately.

An armed hold-up is a very stressful situation that can produce a range of responses from people. Training your workers in what to expect from and how to act during an armed hold-up can significantly reduce the effects of anxiety and post-traumatic stress.

The procedures outlined in the table below (*adapted from guide 756736790*) should be included in the emergency plan for the workplace. Workers should be trained to respond in this way and practice the response regularly so they can act effectively and safely. The most important outcome from an armed hold-up is for everyone to stay alive and safe.

Action	Procedure
Stand still	Keep your hands where they can be seen and do not make any sudden or quick moves. Stand slightly side on to the offender – a submissive position. If you have an alarm, only activate alarms if it is safe to do so
Obey the offender's instructions	Do exactly what you are told. Speak only when spoken to and do not provoke the offender. Explain in advance any movements you are going to make e.g. 'I am going to open the cash register now'.
Remain calm and quiet	Try to stay calm. Be submissive and avoid drawing attention to yourself. Avoid staring or making eye contact.
Observe, if you can, safely	Make a mental note of the offender's appearance, age and type of weapon. Try to remember identifying characteristics.
Stay out of the danger area	Keep your distance from the offender. When asked to hand over cash place it on the counter and take a step back. Allow the offender to leave. The sooner they leave the safer you will be.
Stay where you are Do not chase	If safe to do so, after the offender leaves activate the alarm system. Note which way the offender left and write down the details of the getaway car.
Call emergency services	When it is safe call emergency services on 111. Do not disturb evidence
Notify the regulator	A person conducting a business or undertaking PCBU, must report a death, serious injury or illness as soon as they are aware of it to WorkSafe.

8. Worker training in health and safety matters

8.1 Training and supervision

Employer's responsibilities

No untrained workers will be permitted to perform any task, operate any equipment, or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).

All workers will be made aware of:

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

New workers will undergo health and safety induction training which is to be recorded on the new worker induction checklist (attached). An overview of the Health and Safety at Work Act (2015) and quizzes will be provided to each worker, to ensure they understand their obligations under the Act. The completed quizzes will be kept in the H&S folder. On-going and task-specific training will be recorded in the training section of the Induction/Training record.

8.2 Worker's responsibilities

Every worker shall take all reasonably practicable steps to ensure:

- Their own safety while at work; and
- That all personal protective clothing (and equipment) is worn/used (as identified by hazard controls) and as directed by the employer; and
- That no action or inaction of the worker while at work causes harm to any other person(s).

Training and supervision definitions

- **UNDER TRAINING means:** Received instruction on safety rules and hazards including safe operating procedures and practices. Must work under supervision.
- **FULLY COMPETENT means:** Fully trained and able to work/operate unsupervised.
- The person assigned as the trainer will have the relevant skills, experience, or qualifications in the task(s) that are the subject of the training session. Qualifications will be current.
- Each task will be assessed as to the skills, experience, or qualification required by the trainer and if no suitable staff member is available that is knowledgeable /

competent to provide the training, Vision Painters Ltd may appoint an external training provider for this purpose an assessment of external trainers is to occur.

9. Monitor and Review Regularly

9.1 Reporting regularly – keeping a track of your progress

Part of good health and safety practice for a business is to monitor and track progress in health and safety. Some of the progress will be intangible; and not easily quantified straight away, for example positive changes in behaviour and attitude, cultural shifts within the organisation, a noticeable improvement between workers watching out for each other. This information can still be included in health and safety reporting as it tells about the bigger picture you are building in creating a culture of safety. You can also include both lag indicators and lead indicators you have chosen to track, for your health and safety monitoring and review.

9.2 Lag and Lead indicators

Lag indicators measure a company's incidents in the form of past accident statistics, examples include:

- Injury frequency and severity
- Lost workdays
- Worker's compensation costs
- Car accidents/minor/major

NB: lag indicators do not measure what has NOT happened e.g. risks taken by workers which have not resulted in an incident.

Lead indicators measure activities carried out to prevent and control injury, examples include:

- Managements communications and commitment to workplace safety
- Safety training & induction
- Hazard identification and intervention training
- Ergonomic issues identified and corrected
- Employee perception surveys about workplace safety
- Toolbox talks – include a safety message at staff meetings and have someone note it down – to be filed in H&S manual folder
- Health and Safety improvements and suggestions submitted
- Safety audits which can include; internal audits, and/or external and/or ACC audits

It's good to have a mixture of some lag and some lead indicators **lag indicators may be:**

- Number of Injuries/minor accidents/accidents or near misses
- Number of days lost to sickness – you may choose to put a lead indicator in by introducing a wellness initiative such as flu vaccinations for winter

Lead indicators could be:

- Staff health and safety induction process
- Health and safety meetings
- Toolbox safety talks (*if you are in a low risk industry bi-monthly is appropriate, if you are in a high risk industry weekly is appropriate – (these talks cover a specific aspect of safety and will be in addition to your risk assessments/JSA's for jobs)*)

New worker induction

(To be completed by both worker and manager)

Worker name: _____

Start date: _____

Position: _____

Employment administration

Induction checklist	Worker initials and date	Manager initials and date
Worker file started and includes:		
• Signed contract		
• Reference checks		
• CV		
• Completed IRD form		
• Bank details		
• Kiwi Saver forms		
• Confidentiality agreement		
Six months' introduction to the business completed including:		
• 6 months' introduction planned		
• Relevant people advised of meeting times		
• 2 week, 1 month, 2 month and 80 day reviews for the 90 days' trial to be scheduled		
• 3 and 6 months' review meetings scheduled		

Office administration		
• Office tour		
• Office keys		
• Stationery/Supplies		
• Business cards (if required)		
• After-hours access		
• Filing System		
Company-specific induction		
• Company overview		
• Clients and customers		
IT induction		
• Email set up		
• Login		
• Electronic filing		
• Software overview (as appropriate)		
• Phone including voicemail setup		
• Printer/Scanner/Copier		
Finance induction		
• Timesheets/payment		
• Expenses including cell phone and mileage		
• Petty cash		
• Purchasing including authorization and credit card		

Health and safety Induction Checklist

Employee Name: _____
 Start Date: ____/____/____ Manager: _____

H&S Checklist	Date completed	Review Date	Employee Signature/ Comments
Employee has been shown: <ul style="list-style-type: none"> • Where the emergency exits are located. • Where the fire extinguishers are. • The evacuation procedure. • Where the first aid kit is. • Who first aiders are. • The assembly area. • Emergency warden(s). 			
Employee knows: <ul style="list-style-type: none"> • Responsibilities of employees. • Where Health & Safety information is kept. • Has completed the H&S quizzes. • Has read the H&S policy. 			
Employee has read the hazard and risk assessment for their area: <ul style="list-style-type: none"> • All hazards relevant to the employee's role have been advised of, as well as hazards around the workplace that may affect the employee. • Correct storage of products (chemicals) has been explained • The controls for these hazards are explained and discussed. • Knows how to report hazards. • Where records of hazards are kept. • Incident/accident/near miss/damage- forms are kept. 			
Specific job explained: <ul style="list-style-type: none"> • How to do the job safely including use of safety clothing and equipment. • When to ask for help. • How to safely use/store and maintain PPE gear (aprons/gloves) etc and hazardous materials that are relevant to the role. 			
Employee knows how to report: <ul style="list-style-type: none"> • Injuries. • Near-hits/near misses. • Early signs of discomfort. • Damage to property or equipment. 			

I confirm I have been inducted into Vision Painters Ltd H&S processes, and I confirm ALL the details in this checklist have been explained to me

Employee's signature: _____ Date: _____

Owner/Manager: _____ Date: _____

(Place on worker file once complete)

As the business owner Phillip Christian is responsible to ensure the H&S training and induction is recorded and verified in the worker's training records.

Contractor health and safety induction checklist

Name of contractor:

Date:

To be provided to all contractors on their first day of work when working onsite

Health and safety training checklist	Contractor signature and date	Manager Signature and date
<ul style="list-style-type: none"> • Provided a health and safety briefing, including specific hazards that may affect the contractor. 		
<ul style="list-style-type: none"> • Emergency procedures 		
<ul style="list-style-type: none"> • Incident/accident reporting process 		
<ul style="list-style-type: none"> • Clearly outlined restricted areas. 		
<ul style="list-style-type: none"> • Explained company rules that the contractor will be required to comply with. 		
<ul style="list-style-type: none"> • Location of emergency exists 		
<ul style="list-style-type: none"> • Worker health and safety handbook 		
<ul style="list-style-type: none"> • Provided any safety or other equipment required for the job, or verify that the personal protective equipment to be supplied by the contractor is appropriate. 		
<ul style="list-style-type: none"> • Given any specific job instructions and work methods required. 		
<ul style="list-style-type: none"> • Location and use of fire extinguishers 		
<ul style="list-style-type: none"> • Told the contractor of any reporting requirements, such as who to contact in case of absence or in an emergency in the workplace, and the process for reporting accidents and incidents including near miss events. 		

It's important to measure your business health and safety progress, but it's important not to overcomplicate it. Data/figures alone do not give a full picture, they provide indications – it's helpful to use your data to help you understand what is happening within your business.

A user-friendly health and safety policy like the example attached is also a good way to inform and improve your communications with contractors and suppliers, who visit your site. We suggest you email your policy, and any other requirements to your contractors and suppliers, asking them to sign off on the policy and requirements annually.