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# INDISTREE HEALTH AND SAFETY POLICY

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## **2.0 - Statement and Introduction**

This document is the Health and Safety Policy for Indistree industry LTD. It contains protocols that must be followed to ensure everyone at Indistree and surrounding workers, clients and bystanders can work in a safe environment.

We strive to identify and manage risks and hazards that could affect staff or anyone else both short and long term.

This document has been written to follow WorkSafe (Occupational Health and Safety) Standards AS/NZS 4804:2001, Health and Safety at Work Act 2015 and industry best practice.

Any breach of this document is considered a gross misconduct, and those involved, will adhere to disciplinary meetings that could result in termination of employment.

We take health and safety very seriously and are committed to be consistently improving this document and our health and safety management systems.

It is important to us, that you share your health and safety knowledge and help us improve this document and our health and management systems along the way.

This document is reviewed at least annually from Indistree directors, Kristin White and Richard Wright. A review may also happen at anytime after a major event, change in legislation, purchase of new equipment or machinery or during toolbox meetings. Employees will be invited to participate in reviews and their ideas will be included/added into this document going forward.

As Indistree grows, we will be aiming to pick up contracts which may include but are not restricted to; Council work, Housing New Zealand work, Company contracts or Defence Force. As a result you may be required to read and sign other health and safety policies, fill in other company pre start forms and sign in/out of work sites that we may attend.

## **3.0 - Training**

All employees have the right to refuse work if they have not been trained to do a task given to them, or if they feel the task is not safe. As part of our Health and Safety policy, ALL employees will be trained on equipment and safety features to ensure they are competent in their day to day tasks.

Before any work can commence on a job site a full hazard inspection must be taken and a pre start job sheet (Job Safety Analysis [JSA]) must be completed (Please see page 9 for more information about JSA's) New Employees will be shown how to fill out the JSA's.

Upon commencing work with Indistree, a full induction will be provided to ALL new employees. This induction will include:

- A copy of this health and safety policy which must be read and signed by the employee.
- Location of first aid kits and firefighting equipment and emergency planning
- Incident\accident reporting and investigation (including near misses)
- A discussion and demonstration on machinery and equipment
- Correct use of compulsory PPE (Personal Protective Equipment) – ALL or any PPE provided to do a task must be worn
- Risk management
- The process of being involved in health and safety at work, for example, attending toolbox meetings
- Return to work procedures/rehabilitation

New employees are subjected to supervision, until they otherwise prove they are efficient and competent in their day to day tasks.

## **3.1 - Competency Audits**

All employees will undertake annual audits to ensure they are still continuing to carry out their day to day tasks in a safe and efficient manor. An audit may also take place in the event of an accident or near miss.

## 4.0 - Induction Checklist

Description	Tick when completed
Contract explanation including; work hours, breaks, pay, leave entitlement, role and responsibilities	
Hazard management and JSA (Job Safety Analysis)	
Health and safety and its importance to Indistree	
Location of first aid kits and firefighting equipment. Emergency plan understood. Chemical Spills	
PPE, equipment, tools and all safety equipment	
Injury and accident reports including near misses	

I, ..... acknowledge that I have read the Health and safety manual provided by Indistree Industry LTD and understand the correct procedures to follow in the event of an accident or emergency. I also understand the consequences of failing to comply with Indistree's Health and Safety system.

Induction Date: .....

Start Date: .....

Employees full name:..... Signature: .....

Indistree Director name:..... Signature: .....

## 5.0 - Risk Management

To keep our work place safe and healthy we have identified common risks and hazards to our industry, and are documented in indistree's Risk Register document.

We aim to continually identify new risks and eliminate or minimise their exposure. Minimized risks must be continually monitored.

As an employee of Indistree, it is your obligation to assist in this procedure by helping to spot\identify new risks as they arise and ensure everyone is aware of the risk\hazard and steps taken to prevent exposure.

### **Process for risk\hazard identification.**

<b>Plan</b> Identify and assess the risks	<b>Do</b> Eliminate or minimise the risks
<b>Check</b> Monitor the control measures	<b>Act</b> Review for continuous improvement

### **Managing risks**

#### **Identifying risks by**

- Conducting a pre work inspection and filling out Job Safety Analysis (pre job start) sheets
- Injury and incident reports and investigations
- Inspections and observations
- Any hazards that are identified will be reported to the director and the crew working around the hazard immediately.

#### **Assessing the risks**

##### **Eliminating.**

The preferred way to remove a hazard is to eliminate it or to change things so the hazard does not exist.

Examples – repairing or replacing damaged gear and equipment, covering slippery areas, cleaning or moving trip hazards

##### **Minimise.**

If the hazard can't be eliminated then steps to minimise (reduce) the risk of injury should be taken, This means Indistree will do what we can do to reduce (or lower) the likelihood of harm being caused by the hazard and to protect you as the employee.

### **Isolation.**

In the situation where the hazard is unable to be eliminated or minimized, we will move to isolating the hazard (moving the hazard or changing our work plan so the hazard is no longer in our route or way). This is the final step that we can take.

Please be advised. Isolation is not the preferred method. This is a final resort before;

- A) Postponing a job (Until the hazard is removed by the owner/contract manager)
- B) Cancelling a job (If the hazard is unable to be contained)

## **6.0 Emergency Action**

In the unlikely event of an emergency Indistree has protocols that must be followed.

### **What to do in the event of an emergency;**

- 1) Remain calm (help those who are unable to do so)
- 2) Move to evacuation point, specified on Indistree's JSA (Pre start form) Take first aid kits and firefighting equipment with you. (both items will usually be located at evacuation point anyway)
- 3) Ensure the whole team is assembled (perform a roll call from our JSA) {all employees on site must have signed onto the JSA, before commencing work}
- 4) Once everyone is accounted for, stay together and move to a safe location.

It is important that these steps are understood, followed and carried out before attempting to reach out to family, friends or anyone else.

At least 1 first aider will be present on every site.



## **7.0 Job Safety Analysis and Incident reporting**

### **7.1 Job Safety Analysis.**

Before any work can be carried out, A Job Safety Analysis (refer to page 10) must be completed. By following the form and filling out the spaces provided you and your team will identify all Hazards that are applicable to us and our tasks on site. Any hazard must be reported, including those that are within 5 meters of our working environment. This task must be filled out as a team and signed by each member so that the hazards and prevention protocols have been noted and understood by each person. Employees will be shown the JSA form and how to correctly fill the spaces during induction. JSA sheets must be kept and filed after they have been filled out.

### **7.2 Accident/Incident report**

By law we are required to keep a track record of all incidents, accidents and near misses that take place at work. Therefore it is your responsibility to ensure that any incident or near miss is reported on the incident report sheets provided (refer to page 11). All new employees will be shown how to fill this out during induction. Incident report sheets must be kept and filed after being filled out.

## **8.0 Conclusion**

This concludes the Health and Safety policy for Indistree Industry LTD. A hard copy of this document is provided to all new employees upon commencing work with Indistree. It is also available for viewing and downloading on our website and facebook pages. If you have any further queries please feel free to contact Indistree directors; Richard Wright 021 0866 8645 or Kristin White 022 191 5160.



# Indistree Incident\Accident report and near misses



Reported by:		Date of report:	
Title/Role:		Incident number:	

Employee: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ Site Location: \_\_\_\_\_

Specific location on site: \_\_\_\_\_  
 \_\_\_\_\_

Addition persons;

Involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description of unacceptable behaviour or unsafe conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Resulting action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Action:	Yes	No
First Aid Required		
First Aid kit top up		
Materials Required		

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Employer name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_