

Incident and injury investigation



What is 'serious harm'?

Below is the definition of Serious Harm from Schedule 1 of the Health and Safety in Employment Act 1992. The definition is relevant to employers' duties to manage hazards, notification requirements, employees' rights to refuse to do dangerous work and inspectors' powers to issue prohibition notices.

Serious harm means death or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and 'seriously harmed' has a corresponding meaning.

Until such an Order in Council is made, the following types of harm are defined in Schedule 1 as 'serious harm' for the purposes of the Act:

- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss* of bodily function: 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.
- 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.

* In deciding whether or not temporary severe loss has occurred the Department of Labour (DoL) uses the following questions:

- Is the employee suffering from pain or health impairment that is significantly more than discomfort?
- Is the pain or health impairment severe enough to prevent an employee from using part of the body?
- Is the condition likely to be temporary?

If the answer to ALL THREE questions is YES, then the injury is regarded as temporary severe loss (and DoL should be notified).

Identify injury trends

Make sure you examine your injury data regularly as this will help you to identify trends. As an example, you might identify a high proportion of sprains and strains in your workplace. From this analysis you might then go on to target manual handling injuries with a discomfort, pain and injury workshop.

Investigate near misses

Make sure you encourage reporting of all near misses in your workplace as this is an ideal way to identify hazards that may not be adequately controlled.

Who must record and report accidents and injuries?

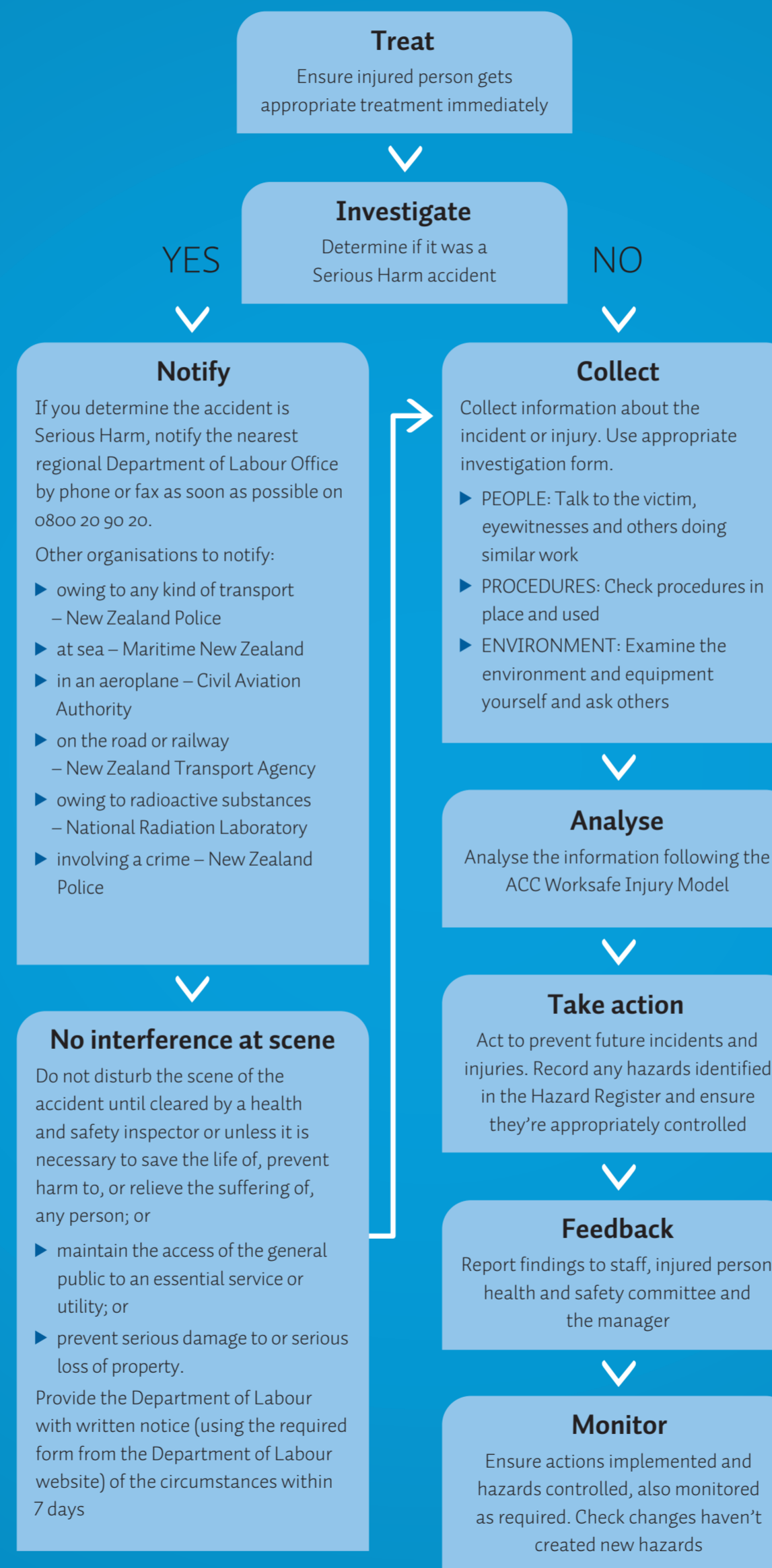
Principals, employers and self-employed people must keep a register in the prescribed form of all accidents that harmed or might have harmed any person in a workplace controlled by them. The prescribed form is available from the Department of Labour website. Any accidents that constitute serious harm must be notified to the Department of Labour.

For further information

For more information visit www.acc.co.nz, www.dol.govt.nz or call the Department of Labour helpline on 0800 20 90 20.

For more detailed information, consult the Health and Safety in Employment Act (1992), the Health and Safety in Employment Regulations (1995) or the document 'How to implement safer workplaces', available from ACC.

You can also: check the Regulations, Approved Codes of Practice, Standards, or other guidance relevant to your industry, usually available from your industry body or Standards New Zealand; or talk with external consultants.



The ACC Worksafe Injury Model

To get to the real causes of incidents and injuries, it is important to consider all contributory factors. Using the ACC Injury Causation model to investigate incidents will help you determine the real causes of the incident. Refer to the ACC publication 'How to Implement Safer Workplace Practices' for an example of an investigation.

1. Culture factors, decisions and organisational processes

- How are things done around here?
What priority is given to health and safety and is it adequately funded and resourced?
How do employees demonstrate their commitment to health and safety and are they encouraged to behave in a safe way?
Is risk-taking sometimes part of the organisational culture? Is such risk-taking driven by productivity demands and/or financial rewards?
Is there a health and safety strategy and is health and safety integrated into the business:
- in planning and organising?
 - in individual development and training?
 - during decision-making about machinery, equipment and resourcing?
 - in relation to production goals?
 - in toolbox meetings, team and management meetings?

2. Systems factors, injury-producing systems and environments

- Did any systems (or lack of them) contribute to the incident or injury?
Was there a hazard management system in place and, if so, were significant hazards managed, including:
- activities, tasks and manual handling?
 - substances and chemicals?
 - monitoring of hours of work?
 - physical and mental fatigue?
- Was an induction training system in place? Did it include temps, labour hire staff and new staff?
Is there 'on-the-job' training?
Is there a system to ensure employees and managers are trained in workplace health and safety issues?
Were the correct tools, material and protective equipment available?
Were the maintenance systems for these items effective?
Were environmental factors, such as noise, temperature, light and ventilation involved?
Was it necessary to monitor any of these?

3. Tasks factors, actions and movements

- What was being done at the time? What was the person(s) doing?
Task factors that may contribute to an incident or injury include:
- ineffective (or no) safety procedures
 - awkward or prolonged postures
 - repetitive movement and/or manual handling
 - working in awkward or confined spaces
 - the way equipment was used (or not used)
 - the use (or non-use) of suitable Personal Protective Equipment.
- Were the movements hurried in some way?

4. The event

- What happened? Was it a work-related:
- injury?
 - occupational illness?
 - ache and pain?
 - near miss?

5. Post event

- What happened after the event?
Was the injury or illness dealt with promptly and correctly? Was the scene controlled well?
Was a rehabilitation plan initiated?

Employee participation



What things should a health and safety representative be involved in?

Health and safety representatives are selected from amongst the workforce, normally by election. They can have a number of roles, which include:

- ▶ working with the employer on health and safety issues
- ▶ maintaining effective communications within the workplace on health and safety matters
- ▶ being a point of contact for employees who have health and safety concerns
- ▶ talking to the employer about employee health and safety concerns and trying to find an agreed solution
- ▶ helping to induct and train other employees on health and safety issues
- ▶ assisting injured workers to return to work safely and where appropriate, help the employee to work with the employer and relevant authorities to seek a solution to problems.

From the employer's point of view, the employee representative can act as an early warning system for emerging problems, as a conduit for ideas and as a key problem-solver in the workplace.

A representative needs three types of support to be effective:

- ▶ training
- ▶ regular access to the employer
- ▶ time to fulfil the role and management support in fulfilling their role.

Health and Safety Committee

Having a standing committee is a traditional mechanism for consulting on health and safety in larger workplaces and is effective as long as you ensure that the committee does not become an end in itself.

Health and safety committees need to be solution-focused, not agenda-focused, and need to be integrated into other planning streams in the business.

Committees work best when the participants have the training, access to information and time needed to fulfil their function. The committee also needs to be broadly based and visible and to actively encourage employees to bring issues to it.

Most committees have a balance of managers and employees and a balance across the range of work areas in the company. The committee needs to be of a workable size, with the ability to establish specialist sub-committees if issues arise that need intensive concentration or expertise in a specific area. A foundation of success is having agreed terms of reference, and understanding the decision-making process. Equally, a committee should have as a primary role, developing and promoting active health and safety initiatives for the workplace and not be distracted with other issues.

Every employer has to provide reasonable opportunities for employees to participate effectively in ongoing improvement of health and safety in the workplace

Does the employer need to develop an employee participation system in order to do this?

Fewer than 30 employees

30 or more employees

One or more employees requests a system

YES

Employer not required to agree to an employee participation system, but such systems are an effective way of involving employees in health and safety

Employers, Employees and, where applicable, their union(s) must seek to agree a system

Adopt the system set out in the schedule to the HSE Act

EITHER OR

Fewer than 30 employees

30 or more employees

- Confirm that an existing system is acceptable to all parties; or
- Seek to agree a new system

Hold election for health and safety representative

Hold election for 1 health and safety representative for each type or place of work or other grouping, OR a maximum of 5 health and safety representatives as members of a health and safety committee

The system must take into account the requirements of the HSE Act and schedule, including a review process

System confirmed/agreed within 6 months?

NO

YES

System in place

Review system

Things to think about when developing an employee participation process

What are the elements of the workplace?

- ▶ Identify the various work environments and processes and the existing strategy for identifying and managing hazards.
- ▶ Is everything covered?
- ▶ Are there areas where the processes or responsibilities are unclear – for example, mobile or loaned workers?

Who participates?

- ▶ How do supervisors and employees currently participate in the system?
- ▶ How are participants selected?
- ▶ How do they report to the broader workplace?
- ▶ Are there any groups or interests that are not currently participating?

What records are kept and used?

- ▶ Are systems in place to meet the requirement that accidents, near misses and employee illnesses are recorded?
- ▶ Are these records used in a way that builds a safer workplace?
- ▶ How do individual issues and incidents contribute to assessing hazard management more broadly in the workplace?

How are hazards identified and managed?

- ▶ Who is involved?
- ▶ Are people aware of, and competent in, the system of hazard management?
- ▶ Are there gaps in the system or in participation?

How are views exchanged?

- ▶ Identify all the opportunities for exchanges of views and the current effectiveness of each.
- ▶ Are you taking full advantage of tools like lunchroom meetings, suggestion schemes, surveys, in-house newsletters, training courses and so on?

How are decisions communicated?

- ▶ What are the mechanisms to make sure that everyone knows about health and safety decisions that affect them?
- ▶ How clearly are the reasons for changes conveyed?

How much paid leave is required for health and safety training?

The table below will help you figure out the maximum number of paid days leave an employer is required to give for health and safety training. This number is based on how many employees are employed by the employer as at 1 April in that particular year:

Employees at the specified date in a year	Maximum total number of days paid leave that an employer is required to allow to be taken
1-5	2 days
6-50	6 days
51-280	1 day for every 8 employees or part of that number
281 or more	35 days plus 5 days for every 100 employees or part of that number

For further information

For more information visit www.acc.co.nz, www.dol.govt.nz or call the Department of Labour helpline on 0800 20 90 20.

For more detailed information, consult the Health and Safety in Employment Act (1992), the Health and Safety in Employment Regulations (1995) or the

document 'How to implement safer workplaces' available from ACC.

You can also check the Regulations, Approved Codes of Practice or Best Practice Guidelines relevant to your industry, usually available from your industry body; or talk with external consultants.



Good training practices

- ▶ Encourage trainees to relax
- ▶ Explain a task then demonstrate
- ▶ 'Mirror'. Get trainees to explain and demonstrate back to you
- ▶ Correct mistakes and get trainees to repeat the action.

Multiple mistakes, or one serious mistake, suggest training hasn't been understood and that the trainee is not safe to work unsupervised. Arrange further sessions and maintain supervision until training is completed successfully.

- ▶ Check. Re-visit trainees a few weeks after they've completed training to ensure no bad habits have crept in.

When not to train

Employers have responsibilities to young employees. Check the Health and Safety in Employment Regulations (1995) before you hire. Young people may not be old enough to do the work even if you've trained them.

Identify needs

New staff, new environment, new processes, new equipment, certified training expiring and hazard controls can all create the need for training



Develop plan

Consider the type of training, the delivery (in-house or outsourced), assessment and how to maintain safety while you're training



Deliver training

Confirm trainers and venue. Ensure training is conducted and trainees are assessed.
Is further training and supervision required?
Maintain a central record of training



Review needs

Continuously review training effectiveness.
Monitor need for training in safe working practices, dealing with hazards and emergency procedures. Ensure you always have first aid-trained staff. Maintain health and safety representative training. Seek feedback from staff on the status of their current needs

Provisions you need to be aware of

The HSE Act sets out general duties for all parties under law. The Health and Safety in Employment Regulations (1995) spell out specific legal duties and requirements.

Approved Codes of Practice, Codes of Practice and other guidance that relates to hazards in workplaces do not have the force of law but rather provide guidance on the best way to comply with the law. However, they are not the only way to comply with the law and if you have an alternative method that is as good or better, you are free to use your own method.

New Zealand Standards and AS/NZS provide requirements and guidance for a wide variety of subjects and industries – health and disabilities, business management, environment and management of noise, to name a few.

Your duty to train and supervise

Under S13 of the HSE Act, employers must ensure all employees have the knowledge, experience and adequate training to ensure that doing their work won't expose themselves or others to harm. If they don't, they must be supervised by someone who does have that knowledge. Employees or their supervisors must also be properly trained in the use of protective clothing or equipment that may be required.

Staff on loan

An employer must make sure any employees they lend can do the work safely, and also that employers borrowing the staff understand all their HSE Act obligations.

If you borrow staff from another employer or provide work experience or regularly use volunteer workers, you must treat them as if they were your own employees and meet all your obligations to them under the HSE Act.

Information you must provide

Under S12 of the Health and Safety in Employment Act 1992 (HSE Act), every employer must give employees ready access to key information about their place of work, plant or substances they work with. This information must be delivered in ways they can reasonably be expected to understand.

The information must cover:

- ▶ what to do if an emergency arises in the workplace
- ▶ what identified hazards employees may be exposed to in the workplace and how to minimise the chances of harm that these hazards may pose to both themselves and to other people
- ▶ all identified hazards that the employee may create through their work and how to minimise the likelihood that these hazards will be a cause or source of harm to other people
- ▶ where all safety clothing, devices, equipment and materials are kept.

Employers must also ensure all health and safety representatives have ready access to sufficient information to perform their functions effectively.

In some situations, hazards to employees or in the workplace may be monitored under the terms of the HSE Act. Employers must give employees access both to their personal results and to those of the group being monitored, while ensuring no information is released that may identify or disclose anything about any other individual employee.

Record-keeping

Information about accidents, near misses and serious harm has to be kept in the prescribed form. This applies to employers, the self-employed and to principals. A template of the approved register can be downloaded from www.dol.govt.nz

For further information

For more information visit www.acc.co.nz, www.dol.govt.nz or call the Department of Labour helpline on **0800 20 90 20**.

For more detailed information, see the booklet 'How to implement safer workplaces', available from ACC.

You'll also find useful information at these websites:

www.acc.co.nz

www.dol.govt.nz

www.stats.govt.nz

www.nzta.govt.nz

www.maritimenz.govt.nz

www.ermanz.govt.nz

www.caa.govt.nz

How to manage contractors



A note about this process

The emphasis of this process is on contracts awarded by tender but much of the process recommended is equally applicable to other contracting situations.

Obviously the steps expected of a principal to a photocopier service contract would be different to those expected of the principal to a contract for a major building alteration. The photocopier owner may only require a brief verbal exchange of relevant health and safety information. However, the 'practicable steps' expected of the principal to a major building contract would be extensive.

How to assess health and safety capabilities

If you haven't worked with a business before or they're new to the industry and have no health and safety record, you'll need to do your own assessment. Use this checklist:

- ▶ Sight a copy of their health and safety policy
- ▶ Ask if they're in any of the ACC incentive programmes
- ▶ Check whether they've had Department of Labour (DoL) improvement notices or prosecutions
- ▶ Verify their qualifications to do the work
- ▶ Get references
- ▶ Check their skills in managing hazards and investigating incidents
- ▶ Ask about their staff training and view training records
- ▶ Ask how they'll audit health and safety through the contract.

What is ...

...a contractor

Someone who is not an employee, engaged to work for gain or reward. Often referred to as an independent contractor.

...a principal

A person or business that engages someone else who is not an employee, to work for gain or reward.

A note about price

The courts have made it clear that safety is just as important as tender price when entering into a contract.

Pre-tender

Health and safety issues

Determine the work that needs to be contracted out, considering broad health and safety implications.

Tasks and documentation

Conduct an initial appraisal of major hazards and an overview of likely risks associated with different options to complete the contract work. Incorporate this information into the relevant tender and contract information developed for the tendering contractors.

Pre-qualifying the contractor

Health and safety issues

Assess capability of potential tenderers.

Tasks and documentation

Use a pre-qualification questionnaire to assess health and safety management and, depending on the scale or significance of the hazards, a detailed appraisal of technical competence.

Tender

Health and safety issues

Develop and agree on a health and safety plan for the project.

Tasks and documentation

Provide relevant information to the tenderers through the information for tenderer documentation. As the principal you should provide information and answer questions specific to the job, assist with the completion of the hazard assessment and method statements, where appropriate.

Awarding the contract

Health and safety issues

Develop a job-specific health and safety plan.

Tasks and documentation

The contract itself will often draw on the tender documents above. As the principal you may use job registration or permits-to-do work to inform the assessments. You should provide information and answer questions specific to the job and assist with completion of the hazard assessment and method statements where appropriate.

Incorporate a health and safety plan in the contract. Include agreed detail of lines of communication, responsibilities, accountability, safe systems of work, method statements, use of client services etc.

Monitoring the contract

Health and safety issues

Monitoring/checking throughout duration of contract.

Tasks and documentation

Check and ensure contractor performance meets the standards. Meet as appropriate to plan for and resolve health and safety issues. Provide and collect reporting, notification and hazard management documentation as required by the contract.

Post-contract review

Health and safety issues

Concluding review to determine success or otherwise of the contract.

Tasks and documentation

Review the health and safety performance during the contract so that all parties can learn from the experience. Post-contract evaluation form.

Duties of principals

Principals must take all practicable steps to ensure that none of their contractors, subcontractors or their employees, are harmed doing any work that they have been engaged to do.

As a minimum a principal should include health and safety issues in all planning and contracting processes and should actively discuss these issues with their contractors.

Principals cannot contract out of this obligation.

A principal also has to keep a register of all work accidents or incidents that harmed or might have harmed their contractors and also a register of accidents and incidents caused by the work of their contractors that might have harmed anyone else.

Principals must phone or fax their regional DoL office as soon as possible to advise of any incident involving serious harm.

Can I rely on a contractor to manage safety on the site?

A principal to a contract cannot distance themselves from what is occurring in a place of work simply because the employer is more directly related to, and responsible for, employees carrying out the work.

Nor can the principal always satisfy their legal obligations by retaining a competent contractor if, for example, it is reasonably practicable for the principal to stipulate safety standards in advance or to take steps if unsafe practices are observed on site visits.

For further information

For more information visit www.acc.co.nz, www.dol.govt.nz or call the Department of Labour helpline on 0800 20 90 20.

For more detailed information, consult 'A principal's guide to contracting to meet the Health and Safety in Employment Act 1992' available from the DoL and 'How to implement safer workplaces' available from ACC.

You can also: check the regulations, approved codes of practice or best practice guidelines relevant to your industry, and standards, usually available from your industry body or Standards New Zealand; or talk with external consultants.

Glossary of terms

Permit-to-work systems are often used in high-hazard situations. These are specific, formal procedures used to control hazardous work (eg entry into confined spaces, hot work, plant, electrical work and pipeline breaking).

Method statements describe how the work will be done rather than just provide a specification of what the work will be. In the construction of a bridge, for example, the method statement would describe the process of the construction ie the sequence of building pillars, precast components, on-site assembly etc.

Managing hazards in the workplace



What is...

...a hazard?

An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual, or potential cause, or source of harm; and includes:

- ▶ a situation where a person's behaviour may be an actual or potential cause of harm to the person or another person; and
- ▶ without limitation, a situation described above resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour.

...a systematic process?

Hazards have to be identified systematically. Your process could include:

- ▶ task analysis
- ▶ process analysis
- ▶ area analysis
- ▶ near-miss reporting
- ▶ accident reporting
- ▶ early reporting of pain and discomfort
- ▶ occupational hygiene surveys
- ▶ hazard audits
- ▶ reports from staff.

...a significant hazard?

It's something that is an actual, or potential, cause or source of:

- ▶ serious harm
- ▶ harm that is more than trivial, with effects that relate to the extent or frequency of exposure to the hazard
- ▶ harm that wouldn't normally occur or be detectable until a significant time after exposure to the hazard.

'Harm' means illness, injury or both; and includes physical or mental harm caused by work-related stress.

...taking all practical steps?

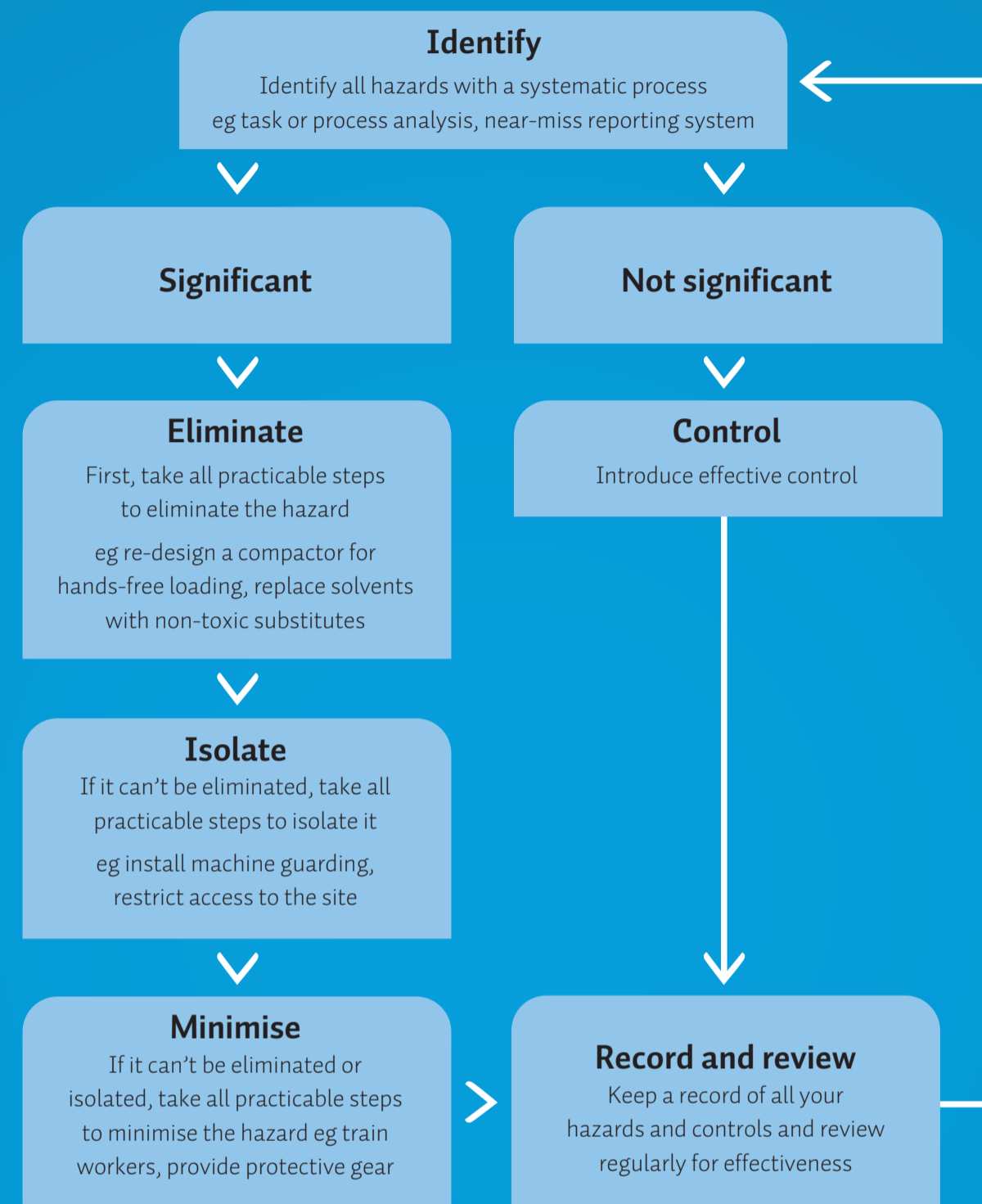
It means taking all 'practicable' steps, taking into account:

- ▶ the nature and severity of the harm employees may suffer
- ▶ how much is currently known about the harm and the chances of it occurring
- ▶ how much is currently known about potential solutions and their effectiveness
- ▶ the availability and cost of those solutions.

Minimising hazards: additional responsibilities

If minimising a hazard is the only option, there are several additional requirements you must meet:

- ▶ provide suitable protective gear and ensure it's used
- ▶ monitor employees' exposure to the hazard
- ▶ do everything you can to monitor the hazard's effect on employees' health. That includes taking all practicable steps to get employees' consent to take part in your monitoring programme.



For further information

Hazard register templates are available from ACC or the Department of Labour.

For copies or more information visit www.acc.co.nz, www.dol.govt.nz or call the Department of Labour helpline on 0800 20 90 20.

For more detailed information, consult the Health and Safety in Employment Act (1992), the Health and Safety in Employment Regulations (1995) or the document 'How to implement safer workplaces', available from ACC.

You can also check the Regulations, Standards, Approved Codes of Practice or Best-Practice Guidelines relevant to your industry, usually available from your industry body or Standards New Zealand; or talk with external consultants.

Everyone has responsibilities

Employers must:

Take all practicable steps to ensure the safety of employees at work. Specifically, they must:

- ▶ provide and maintain a safe working environment
- ▶ provide facilities for employees' safety and health
- ▶ ensure all plant is safe for employees to use
- ▶ ensure employees aren't exposed to hazards in or around their work
- ▶ have procedures in place for dealing with emergencies.

Self-employed people must:

Ensure their actions or inactions do not cause harm to themselves or other people.

Principals who engage self-employed people, contractors or subcontractors must:

Do everything practicable to ensure contractors, subcontractors and their employees are safe.

A person in control of a workplace must:

Take all practicable steps to protect people working in that workplace

- ▶ including employees, contractors or subcontractors and their employees
- ▶ and also other people who are there lawfully eg pedestrians, customers, enforcement or compliance officers.

Employees must:

Take all practicable steps to ensure their own safety at work. This includes wearing or using suitable protective clothing or equipment.

Employees must also ensure they don't do anything that might lead to someone else being harmed.

Information employers need to provide

Employees must be given, and have ready access to, information they can understand. There must be information about:

- ▶ what to do in an emergency
- ▶ what hazards employees may be exposed to and what they need to do to keep themselves safe
- ▶ the ways an employee's work may create a hazard for others and how that can be avoided
- ▶ where safety gear, special clothing or materials is kept.

Health and safety representatives must have ready access to enough general and workplace-specific health and safety resources to be able to do their work.

Emergency readiness in the workplace

Department of Labour
TE TARI MAHI



PREVENTION. CARE. RECOVERY.
Te Kaporeihana Āwhina Hunga Whara

Potential emergencies

- ▶ Fire
- ▶ Flooding
- ▶ Chemical spill
- ▶ Power failure
- ▶ Vehicle accident
- ▶ Protests
- ▶ Earthquake
- ▶ Heavy snow fall
- ▶ Serious injury
- ▶ Gas leak
- ▶ Armed robbery
- ▶ Bomb threat
- ▶ Tsunami
- ▶ Working alone
- ▶ Information technology failure

Legal obligations

Employers are to ensure safety of employees and every employer must do everything practicable to ensure the safety of employees while at work.

In particular they must:

- Provide and maintain a safe working environment for employees; and
- Provide and maintain facilities for their employees' safety and health while at work; and
- Ensure that plant used by any employee at work is so arranged, designed, made and maintained that it is safe for the employee to use; and
- Ensure that while at work, employees are not exposed to hazards arising out of the arrangement, disposal, manipulation, organisation, processing, storage, transport, working, or use of things either in or near their place of work and under their employer's control; and
- Develop procedures for dealing with emergencies that may arise while employees are at work.

Identify

Identify all potential emergencies that could affect your business



Plan

Develop a plan. Take into account your legal obligations, eg for a fire evacuation scheme. Check ACC's 'How to implement safer workplaces' and the Civil Defence website



Implement

Ensure the plan is communicated to all staff, contractors and visitors. Buy equipment, clothing, signage and resources. Where appropriate, appoint wardens and train them



Maintain

Hold practice drills at least every six months. Debrief after practices. Replace wardens who leave



Review

Debrief after each practice drill. Determine what is working well and what needs improvement. Keep everyone informed on the discussion and the outcomes. On an ongoing basis ask yourself how well are your emergency procedures meeting your needs? For example, are emergency procedures really understood by visitors? Do people fill in travel details when they are off site? If not, what needs to be changed to get the system working?

Do you need a fire evacuation scheme or procedure?

To find out if you need an evacuation scheme or procedure for your building, answer yes or no to the questions below:

All buildings

- ▶ Are hazardous substances stored?
- ▶ Are early childcare facilities provided?
- ▶ Is specialised care for people with a disability provided?
- ▶ Is specialised nursing, medical or geriatric care provided?
- ▶ Are people in lawful detention?
- ▶ Can 100 or more people gather in a common venue?

Unsprinklered buildings

- ▶ Are there facilities for more than 10 employees?
- ▶ Can 100 or more people gather for different purposes or activities?
- ▶ Is accommodation provided for more than five people?

If you answered YES to any of the questions above, you will need an evacuation scheme which must be approved by the Fire Service.

If you answered NO to any of the questions, you will still need an evacuation procedure.

For more information visit www.fire.org.nz.

The health and safety committee role in emergency readiness

Planning for emergencies should involve senior management, the health and safety committee and specialist advisors. For example, you might consider inviting the Fire Service to call at your premises to discuss issues or perhaps phone them to discuss what specialist training they have available.

The health and safety committee must be seen to have the authority to develop an emergency plan, so consider appointing yourself or a senior manager as the team leader. This will demonstrate management commitment and legitimise the committee.

First aid kits

These are the suggested minimum kit contents:

- ▶ a manual giving general guidance on first aid, which you can buy at any bookshop or from a training provider
- ▶ 20 individually wrapped, sterile, adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers)
- ▶ two sterile eye pads
- ▶ two individually wrapped triangular bandages (preferably sterile)
- ▶ clasps or safety pins to tie bandages
- ▶ individually wrapped moist wipes or saline solution
- ▶ two stretch bandages
- ▶ six medium-sized, individually wrapped, sterile, unmedicated wound dressings – approximately 12 cm x 12 cm
- ▶ two large, sterile, individually wrapped, unmedicated wound dressings – approximately 18 cm x 18 cm
- ▶ two pairs of disposable gloves
- ▶ one resuscitation mask.

For more information visit the Department of Labour website www.dol.govt.nz.

For further information

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For more detailed information, consult the Health and Safety in Employment Act (1992), the Health and Safety in Employment Regulations (1995) or the document 'How to implement safer workplaces', available from ACC.

Other useful websites:

www.civildefence.govt.nz
www.legislation.govt.nz
www.metservice.co.nz
www.fire.org.nz
www.police.govt.nz