



## Health and Safety Policy and Procedures for Stripes Group

### 1. Purpose

Stripes Painting and Decorating Ltd is committed to providing and maintaining a safe and healthy workplace for all staff, and to provide the information, training and supervision needed to achieve this.

Stripes Painting and Decorating Ltd will take the balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances), however, workers need to be aware of their responsibilities and comply with the business' Health and Safety policy.

Stripes Painting and Decorating Ltd recognizes that it has a statutory obligation/duty of care under the Health and Safety at Work Act 2015 to provide a safe and healthy environment for its workers, contractors and other persons. Accordingly, there is a need for the delegation of the health and safety responsibilities and the promotion of strategies and procedures to achieve compliance with this and related legislation.

### 2. Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Accident	An unanticipated event – commonly leading to a person/s to be injury or other harm.
Contractor/Worker	A person/PCBU engaged by Stripes Painting and Decorating Ltd to do any work for gain or reward.
Harm	Means illness, injury or both.
Incident	Any event that causes or could have caused harm to any person.
Hazard	An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that is an actual or potential source of harm.
Healthy	Unharmful; and health has a corresponding meaning
Notifiable event	An Incident/Accident/near miss as specified under the legislation that must be reported to WorksafeNZ
Officer	Officers are directors who make governance decisions that



significantly affect a business.

Other Person	Person in the workplace include visitors or customers, suppliers.
PCBU (Person Conducting a Business or Undertaking)	Has the 'primary duty of care' to ensure the safety of workers and anyone affected by its work.
Risk	The possibly of suffering harm or loss due to a hazard; danger.
Safe	In relation to a person, means not exposed to any hazard; and in every other case, means free from risks.
Worker	Any individuals who carry out work for the PCBU, including employees, contractors and sub-contractors.

### 3. Managing Hazards/Risks

- A. Each worker is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
- Being involved in the workplace health and safety system.
  - Following correct procedures and using the correct equipment.
  - Wearing protective clothing and equipment as and when required by the situation.
  - Reporting any pain or discomfort as soon as possible.
  - Ensuring all accidents, incidents and near misses are reported.
  - Inducting new workers, trainees and visitors to the workplace understand the right safety procedures and why they exist.
  - Telling your Supervisor or Manager immediately of any health and safety concerns.
  - Keeping the work place tidy to minimise the risk of any trips and falls.
  - Only undertaking tasks that they are trained, competent, and have the correct PPE and equipment for.
  - Avoid situations/tasks where the level of risk of harm is unacceptable – stop work if the situation changes or the risk of harm is not adequately controlled.

### Hierarchy of Control

- B. Once all Hazards/risks have been assessed and identified then all reasonably practicable steps to eliminate the hazard will be taken. If the hazard cannot be eliminated, then it will be minimised.

#### **4. Responsibilities**

The overall responsibility for effective management of health and safety and implementation of this policy shall be carried out by the PCBU (Person Conducting a Business or Undertaking)

The PCBU (Stripes Painting & Decorating Ltd) must (as far as reasonably practicable):

- Provide and maintain a workplace that is without risks to health and safety.
- Provide and maintain safe plant and safe systems of work.
- Ensure the safe use, handling and storage of plant, structures and substances.
- Provide information, training, instructions, or supervision that is necessary to protect all persons from risks to their health and safety arising from work.
- Monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness.

The Officer of the PCBU (Steve Robertson) must exercise due diligence by taking reasonable steps to:

- Keep up to date about work health and safety matters.
- Understand the nature of the risks and risks associated with the organization's operations.
- Ensure the Stripes has resources and processes to eliminate or minimize the risks.
- Ensure appropriate and timely processes for receiving and responding to incidents, risks and risks.
- Ensure there are processes for complying with any duty.
- Verify that health and safety processes are in place and being used.

Workers must:

- Take reasonable care to ensure the health and safety of themselves and others in the workplace.
- Follow reasonable instructions from the PCBU.
- Cooperate with the health and safety policies and procedures of the PCBU.
- Workers also have the right to refuse to undertake unsafe or dangerous work.
- Immediately report all accidents/incidents and near miss/s to the H&S contact person, their manager, or the General Manager.
- Learn, understand and abide by Stripes Painting and Decorating Ltd policy and procedures.



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- Undertake training and/or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

Other Persons must:

- Take reasonable care for their own health and safety.
- Ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- Follow instructions given by the PCBU (Stripes P&D).

## 5. Training Commitment and Competency

All Stripes Painting and Decorating Ltd will be given Health and Safety induction training when they commence employment which cover basics such as emergency planning, including evacuation procedures in event of natural hazards or physical risks. They will also have Task specific health and safety training and monitoring.

Stripes Painting and Decorating Ltd are committed to ongoing Health and Safety training and monitoring as follows:

- a) Pre Job Planning: At the commencement of each job, the foreman will undertake an assessment of the risks from the Site Specific Plan and complete the hazard board.
- b) Hazard Board reviewed at least daily as the situation changes
- c) Regular Toolbox talks: Including prevention of physical, biological, ergonomic and chemical risks.
- d) Continuing Membership of Site Safe New Zealand

Each site will also contain an emergency plan that details processes in the event of a natural hazard as well as emergency contacts for local medical services. You will find that information in the Site Specific Safety Plan.

## 6. Commitment to Worker Participation

Stripes Painting and Decorating Ltd are committed to worker participation in all aspects of Health and Safety management. Regular health and safety meetings will be held and all workers/sub-contractors of Stripes Painting and Decorating Ltd will be invited to participate to review current health and a safety polices and assists with areas identified for improvement.

There will be opportunities at regular toolbox talks for workers/contactors to raise awareness of safety issues allowing any new issues to be addressed



## **Statement of Emergency Procedures**

### **Accidents/Incidents/Near Miss/Emergencies**

Stripes Painting and Decorating Ltd recognize that whilst all emphasis is on prevention of accidents and incidents, if an accident does occur it is important that all know what to do in such circumstances.

The office and each site has an emergency plan and an emergency kit and will be found in the On-site Health & Safety Folder:

Site Specific Plan contains the following:

- Details of nearest medical centre and hospital
- First aider contact details
- Emergency contact numbers
- Physical Hazard/ Risk Procedures
- Biological Hazards/risks
- Ergonomic Hazard/risks
- Chemical Hazard/risks Procedures
- Natural Hazard/Risks Procedures

Emergency Kit contains:

- Fire extinguisher
- First aid kit

### **Accident/Incident/Near Miss Reporting**

All accidents, incidents and near misses need to be reported and recorded on the accident/incident register and reported to the Site Supervisor or H&S advisor immediately (see appendix 2 these are available on each site)

All serious harm injuries or serious near misses need to be reported to WorksafeNZ/ the Ministry of Business, Innovation and Employment immediately and investigated.

## **7. Policy on Alcohol and Drugs:**

Under the Health and Safety at Work Act 2015, Stripes Painting and Decorating Ltd has an obligation to provide a safe working environment for all workers. Workers should not be affected by alcohol or drug use during working hours and must at all times carry out their duties and responsibilities in a safe manner. A breach of this term constitutes a serious



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breach under the employment contract and may result in disciplinary action including dismissal.

## **Commitment**

Stripes Painting and Decorating Ltd is firmly committed to provide a safe and healthy work environment for all workers and contractors.

Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.

Provide adequate training to ensure workers are competent to do their work.  
Engage and consult with workers on about day-to-day health and safety conditions and provide advice and supervision.

Signed by \_\_\_\_\_ on behalf of Stripes Painting and Decorating

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Date for review \_\_\_\_\_