

Health and Safety Policy



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1.1 Comment:

Hamilton Operatic Society (HOS) is committed to the protection of its employees, contractors and volunteers from accident, injury or damage from work carried out and adopts health and safety as a fundamental objective.

In meeting this commitment Hamilton Operatic Society will comply with all legislative requirements and take all practical steps to ensure all of their appointed contractors:

- Enjoy a safe place of work, safe equipment and proper materials.
- Establish and maintain safe work methods and ensure they are practiced at all times.
- Provide supervision and training for their employees and volunteers.
- Ensure their employees and volunteers understand and accept their responsibility to promote a safe and healthy place of work.
- Maintain and review his or her personal Health and Safety Policy.

2.0 General:

The primary purpose of this Guideline is to advise of some of the hazards that an individual may encounter on site, and how to deal with them. It is provided to reinforce and not replace the Health and Safety Plans of the contractor, sub--contractor, tenant or visitor to the site.

3.0 General Procedures:

All individuals employed by The Hamilton Operatic Society and hirers, tenants, contractors and volunteers should:

- 3.1 Become familiar with protective systems and devices in the working area.
Including (but not limited to):
 - Fire systems
 - Smoke and heat detectors
 - Manual fire alarm call points
 - Fire extinguishers (and their location and use)
- 3.2 Pay attention to warning signals provided for their safety.
- 3.3 Not operate any plant or machinery unless authorised to do so.
- 3.4 Not enter any area unless specifically authorised to do so.

- 3.5 Ensure that equipment is safe to handle prior to use.
- 3.6 Become familiar with emergency evacuation procedures for the building and assembly points outside the building.
- 3.7 Abide by any safety instructions given by any other person.
- 3.8 Immediately stop work if informed by any other party that their actions are in breach of any Health & Safety Policy.
- 3.9 Be aware of the emergency exits and escape routes from their working area.
- 3.10 Never start machinery unless they are sure it is safe to do so.
- 3.11 Not work on any system that requires specific registration (e.g. electrician) unless suitably qualified and registered.
- 3.12 Immediately evacuate the premises in a fire alarm, trial evacuation, or at the request of a floor warden (i.e. bomb alert), or at the request of a member of the NZ Fire Service, Emergency Services or Police.
- 3.13 Be aware of where hazards can arise and use common sense to anticipate what may go wrong.
- 3.14 Ensure that any specific safety/maintenance/operation instructions relating to equipment is read, understood and adhered to at all times.
- 3.15 Not allow items or materials to be stored, either temporarily or permanently, in any stairwell or designated escape route.
- 3.16 Ensure that any specific/maintenance/operation instruction for equipment is read, understood and adhered to at all times.
- 3.17 Maintain any trade or work vehicle in a safe or roadworthy condition.
- 3.18 Under no circumstances be permitted to work within the building and on any system if impaired by the influence of alcohol or drugs.
- 3.19 Ensure that any employee or volunteer who does not have specific knowledge of the above procedures is provided with adequate supervision.

4.0 Housekeeping:

- 4.1 Every person is responsible for maintaining his or her work area in a clean and tidy condition. Any rubbish, wrapping material, cut-offs etc., should be collected and removed from site or placed in rubbish bins provided.
- 4.2 Do not leave items that may cause a tripping hazard. Pay attention to such items as extension leads.
- 4.3 Do not throw items out of windows or off buildings.
- 4.4 The work area should be kept clean at all times and any spillage (especially oil or grease) must be cleaned up immediately to prevent injury by slipping.
- 4.5 Take care when lifting heavy objects and always adopt correct lifting techniques.
- 4.6 Ensure that all materials are stacked safely and in accordance with recommended storage heights. There should be a minimum of 500mm below fire detection.
- 4.7 Other safety procedures as instructed or required, apply at all times.

5.0 Electrical Work:

The following guidelines apply to all electrical work carried out by electrical trades people appointed by The Hamilton Operatic Society or any other authorised party:

- 5.1 It is recommended that safety boots be worn at all times.
- 5.2 All electrical work must be conducted by registered electrical trades people in accordance with the Electrical Regulations 1992 or be a person under the direct supervision of a registered electrical tradesperson.
- 5.3 Prior to operating any electrical isolator, it shall be the individual's responsibility to ensure that their actions will not affect the safety of others.
- 5.4 No person should interfere with any electrical switchboards unless authorised to do so.

- 5.5 Prescribed safety precautions must be observed at all times.
- 5.6 Any electrical contractor must adopt a suitable 'tagging' procedure whenever any plant item is isolated, out of service, or having maintenance carried out. All tags must be removed when works are completed. Each person is responsible for attaching and removing their own tags.
- 5.7 The only persons able to authorise electrical shutdowns are employees of The Hamilton Operatic Society.
- 5.8 Other safety procedures as instructed or required, apply at all times.

6.0 Protective Equipment:

Certain areas and works require use of specific safety equipment:

- 6.1 It is recommended that **safety boots** be worn at all times when conducting works in and around the buildings.
- 6.2 **Ear protection** must be used in noisy areas where a person must raise their voices to be heard at a distance of 1 metre or more.
- 6.3 **Hand Protection** must be used when lifting or handling sharp objects or when handling or using chemicals.
- 6.4 **Eye protection** must be used when indicated by signage or when welding, cutting, chipping, grinding, riveting, handling acid/caustic solution, portable power tools, explosive power tools, hammering or any other activity in which injury may occur.
- 6.5 Appropriate temporary or permanent warning signs must be erected where works represent significant risk to the safety of others.
- 6.6 Other protection and safety procedures as instructed or required, apply at all times.
- 6.7 Safety scaffolding must be used where there exists a risk of injury by falling and the use of full body harness is not possible.

7.0 Prevention of Fire:

It is important to recognise situations that represent a fire hazard to the building and its occupants. Along with common sense, the following guidelines should be observed.

- 7.1 Do not allow combustible materials to accumulate in any area.
- 7.2 Promptly clean up all oil and fuel spills as they occur, using recommended methods.
- 7.3 Each person should locate and remember the position of fire alarm call points and fire-fighting equipment.
- 7.4 Each person should familiarise themselves with procedures to use the fire-fighting equipment.
- 7.5 Each person should be familiar with different types and the use of fire extinguishers.
- 7.6 Ensure sufficient familiarity with evacuation procedures.
- 7.7 Each person should be aware of the principles of First Aid.
- 7.8 Other safety procedures as instructed or required, apply at all times.

8.0 Chemical Handling:

The following guidelines should be observed when transporting, using or otherwise handling hazardous chemicals:

- 8.1 All chemicals must be stored in their designated location.
- 8.2 Chemicals must be stored in their original containers.
- 8.3 Necessary protection equipment **must** be worn when handling or using chemicals. Handling and storage instructions for chemicals are available from the chemical manufacturer. Local signage must also be observed.
- 8.4 Any spillage must be cleaned up immediately in accordance with the manufacturer's guidelines.
- 8.5 The person handling the chemical is responsible for ensuring that they are familiar with the emergency and first aid procedures relating to the chemical.
- 8.6 All empty chemical containers are to be removed from site promptly for suitable disposal.
- 8.7 Material safety data sheets pertaining to the chemicals being used should be maintained in a convenient and accessible location.

8.8 Other safety procedures as instructed or required, apply at all times.

9.0 Elevated Works

Every person required to work at elevated levels must work in accordance with the following guidelines:

- 9.1 Appropriate personal protective equipment must be worn so that their ability to complete their work is not hindered.
- 9.2 Personnel should not commence any work unless they are sure it is safe to do so.
- 9.3 Any warning signs should be strictly observed.
- 9.4 Other safety procedures as instructed or required, apply at all times.

10.0 Ladders:

Every person using a ladder in and around buildings should note the following guidelines:

- 10.1 Metal ladders should not be used near electrical cabling.
- 10.2 Any materials/equipment should be hoisted separately or attached to a belt to ensure both hands are free for climbing.
- 10.3 Any ladders used in public spaces must be fenced off.
- 10.4 Step--ladders are to be locked into position. Never stand on the top rung of a step--ladder.
- 10.5 Ladders should be inspected and maintained at regular intervals.
- 10.6 Never splice two ladders together.
- 10.7 Ladders must never be used as a horizontal support for any purpose.
- 10.8 Only one person may be on a ladder at any one time.
- 10.9 Other safety procedures as instructed or required, apply at all times

11.0 Scaffolding:

Guidelines pertaining to scaffolding are detailed as follows:

- 11.1 The erection and dismantling of scaffolding must be undertaken by suitably qualified personnel.
- 11.2 All scaffolding must be equipped with guard rails.
- 11.3 Individuals should visually inspect all components of the scaffold for conditions and security prior to use.
- 11.4 Other safety procedures as instructed or required, apply at all times.

12.0 Infectious/Notifiable Diseases:

Any infectious disease encountered in the workplace is considered a workplace hazard. A copy of notifiable diseases can be found here:

https://legislation.govt.nz/act/public/1956/0065/latest/DLM308729.html?search=ts_act_health+act_resel&p=1

Every person can help reduce the risk of the spread of infectious diseases by following these basic personal actions;

- * getting immunised against infectious diseases
- * wash and dry hands regularly and well
- * stay at home if you are sick
- * cover coughs and sneezes

- 12.1 Regular cleaning of the workplace environment will minimise the spread of infection by reducing people's contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths to clean surfaces. Reusable cloths should be cleaned, disinfected and then dried after use.

Ensure appropriate equipment is available for people to wash and dry their hands.

- 12.2 Ventilation - Open windows regularly to get fresh air circulating.
- 12.3 In the event of an infectious disease within the workplace HOS will be guided by current public health advice through the Ministry of Health.

13.0 Reporting Accidents:

It is important that **all** accidents, no matter how minor or serious, are promptly reported to the employer. The procedure will help prevent reoccurrence and to determine if hazards have been identified and/or controls have been effective.

It is a requirement of Hamilton Operatic Society that an Accident Register for injuries is maintained and it is imperative that all incidents are reported as they occur.

Under the Health and Safety at Work Act 2015 (HSWA) you must notify Worksafe when certain work-related events occur. A notifiable event is when any of the following occurs as a result of work:

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

Worksafe, must be notified as soon as possible after the event. The scene of an accident resulting in serious harm must not be disturbed unless authorised by an inspector, or to save life, prevent further harm or damage to property or relieve the suffering of any person.

13.1 Investigating Accidents:

It is the policy of Hamilton Operatic Society to investigate an accident as soon as practical after the event.

It is important that the person or company provide an accident report to be forwarded to The Hamilton Operatic Society.

The following detail should be included in the report:

- Particulars regarding the date, time, persons involved (including occupation and experience), materials and equipment involved, location, type and severity of injury.
- Describe how serious the injury could have been and the likelihood of the accident happening again.

- Describe how the accident occurred, including a brief account of what happened and emergency action taken. Include also the key facts relating to people, equipment materials and environmental factors.
- Include any statements from witnesses to make sure that any relevant information is collected.
- Establish the underlying causes and decide whether the occurrences were caused by or arose from a significant hazard.
- List proposed remedial actions; assign responsibility for enforcement and set completion dates.
- Plan a review to ensure actions have been completed and that they are effective.
- Take photographs where possible.

14.0 Conclusion:

The responsibility of ensuring a safe working environment lies with us all.

Any Health and Safety Policy must be adhered to if it is to be effective.

The effectiveness of a Policy lies with an individual's attitude to ensure their own safety and that of others.

A responsible attitude is required to ensure work is completed in a safe manner and danger signs recognised and hazards removed where possible.

It should be noted that these Guidelines do not cover every hazard that will be encountered in a building or all work that will be undertaken.