

RODNEY DISTRICT COUNCIL COMMUNITY HALL HEALTH AND SAFETY PLAN**A. Objectives**

It is the objective of the Council in conjunction with the Advisory Committee to:

1. Take all practical steps to provide a hazard free and healthy environment in order to prevent harm to people and damage to property;
2. Provide health and safety instruction to Advisory Committee and facility users;
3. Have effective "Hazard Management" systems in place.

B. Responsibilities

Advisory Committee responsibilities are to ensure that:

1. The requirements of this health and safety plan are complied with;
2. The Fire and Safety Evacuation Regulations relevant to the building are complied with;
3. Emergency procedure notices are displayed and complied with where applicable, and that user groups and contractors are informed of the emergency procedures before commencement of activities;
4. All user groups and contractors are informed of who/how they are to report concerns/hazards;
5. Hazard identification forms are available to complete whenever a hazard or potential hazard is identified;
6. Once a hazard has been identified it is determined whether or not it is a significant hazard and if so take the necessary action to ELIMINATE, ISOLATE or MINIMISE the hazard;
7. Contractors/tradespersons are informed of the emergency procedures for the facility, and that they have their own Health and Safety Management Plan;
8. A check of the facility is carried out regularly;
9. All accidents and injuries are reported to Council as soon as possible.

Facility user responsibilities are to ensure that:

1. Their activities are performed safely and without injury to themselves, members of the committee/council or other members of the community;
2. They have observed all safety rules and procedures, and to abide by them when required;
3. All accidents and injuries are reported to the Committee as soon as possible;
4. Unsafe conditions or potential hazards are reported using the appropriate Hazard Identification Form;

Where a facility user sees another facility user or member of the public following unsafe practices then he/she is to:

5. Advise the facility user that the practice which is being or is about to be followed is unsafe and should not be continued or started until the safety concerns are satisfactorily addressed;
6. If the person following or about to follow the unsafe practices ignores the advice above, the facility member is to immediately advise the person responsible for the group of the unsafe practices.

Responsibilities of the Contractor:

1. The Contractor shall comply with the requirements of the health and Safety in Employment Act 2002;
2. The contractor is required to have a Health and Safety Plan specific to the work required under the arranged contract and should address all health and safety aspects that are particular to the work site(s) involved in their environs;

3. Health and safety aspects are to include the work practices affect methods that the Contractor proposes to use to execute the works as they may effect the Contractor's staff, Council/Committee members, facility users and the public in general.

To assist the Advisory Committee the Council will:

1. Assist with guidance on the requirements of the relevant legislation and supply the relevant Hazard Identification forms;
2. Assist with instruction on How, When and Why accidents are to be recorded;
3. Identify and ensure that the premises meets the requirements of the Building Act 1991 by:
 - (a) Identifying the needs for a Warrant of Fitness.
 - (b) Where required install fire alarms and (if required) keep it brigade monitored.
 - (c) Where required, appoint an IQP (Independent Qualified Person) to ensure the premises continue to comply with the Building Act by:
 - conducting the 6 monthly premises inspections;
 - arrange 6 monthly trial fire evacuations;
 - annually inspect fire extinguishers and hose reels.

C. Accidents

1. Procedure

- (a) Do not become the next victim.
- (b) Ensure that nobody else is at risk before proceeding.
- (c) Warn others.
- (d) Send for help as soon as possible.
- (e) The more people at an accident the less willing people are to act as each waits for someone else to assume control. If you know what to do initiate action immediately until someone with higher skills can take over.
- (f) If more than one victim is involved prioritise action:

- High priority

Those in a state of cardiac arrest, not breathing or with severe head and chest injuries – in other words those who require immediate care if life is to be sustained.

- Second priority

Those for whom treatment can be delayed while the more seriously injured are cared for.

- Lowest priority

Those with minor injuries and the already dead.

- (g) Generally the more noise a victim is making the lower the priority.
- (h) Remove hazards that caused, or have arisen from, the accident.
- (i) Report all details to the Committee to be reported to Council.

2. Reporting

- (a) Report all injury and damage accidents and near miss incidences so that action can be taken to prevent further occurrences.
- (b) Collect as much information as you can and write it down as soon as possible before details are forgotten.
- (c) Specifically note:

- date and time
- location
- name of injured person
- name of witnesses
- type of injury
- part of body injured
- agent or cause of injury
- any damage to equipment, plant or building
- a rough sketch of accident site if possible.

D. Specific hazards

1. Falls

- Clean up immediately any liquid spilt on floors.
- Don't string electrical cords across aisles.
- Keep electrical leads, telephone cables tidy.
- Keep isles and stairways clear of obstacles.
- Do not use desks and chairs as substitutes for ladders.
- Do not run on stairs.

2. Electricity

- Your senses of sight, smell and hearing constantly warn and protect you against many potential hazards but not electrical danger. Electricity must therefore always be treated with great respect.
- When electricity is used near water or damp situations there is a special risk.
- By law only persons registered to do so may service electrical circuits and equipment. Never attempt electrical repairs or maintenance yourself, call an electrician immediately when required.
- Electrical equipment should be inspected regularly. It may become unsafe owing to deterioration through use and age, inadequate maintenance, improper adjustment, damage, ingress of liquids etc, "modifications" and missing labels and warning signs.
- Obey all warning signs, labels and tags.
- Seek advice if in doubt.

3. General

- Store materials safely.
- Ensure adequate lighting, heating and ventilation.
- Open doors with care: observe "push" and "pull" instructions.

RODNEY DISTRICT COUNCIL
HAZARD IDENTIFICATION FORM

HAZARD

Identified By: Date:

Telephone No:.....

Capacity (facility user/committee):.....

Location Description:

Hazard Description:

.....

.....

.....

Is the hazard significant: Yes/No (Could cause serious harm)

Risk Score: Severity 3 - Negligible
7 - Minor
15 - Serious
40 - Fatal

Frequency 1 - Rare
2 - Occasionally
3 - Often
6 - Frequently
10 - Continually

Risk 0.5 - Virtually impossible
1 - Very unlikely
3 - Remotely possible
6 - Possible
10- Might well be expected

Proposed Control Plan: E = Elimination I = Isolation M = Minimisation

MONITORING REQUIRED Yes/No

By Whom: Start date: Frequency of check:

PROCEDURE

If the hazard is significant then answer below:

Steps to Achieve

Step 1

By Whom: Cost Est: Completion Date Required:

Step 2

By Whom: Cost Est: Completion Date Required:

Step 3

By Whom: Cost Est: Completion Date Required:



Injury/Incident Form

Personal Details

Name:

Sex: Male Female Date of Birth:

Employee: Position:

Department: Site:

Non Employee: Business with Council:

Address:

Particulars of Employer:

Event Details

Accident (serious harm) Accident (non serious harm) Incident/Near miss

Location/Place of Event: Date of Event:

Hours worked since arrival at work: Time of Event:

Event Type	Severity of Event	Treatment details	
<input type="checkbox"/> Near miss	<input type="checkbox"/> Minor (First aid less than 1 day off work)	<input type="checkbox"/> None	<input type="checkbox"/> Doctor
<input type="checkbox"/> Injury	<input type="checkbox"/> Moderate (Doctor &/or 1-5 days off work)	<input type="checkbox"/> First Aid	<input type="checkbox"/> Hospital
<input type="checkbox"/> Illness	<input type="checkbox"/> Serious (Hospitalisation &/or 5+ days off work)	<input type="checkbox"/> Nurse	<input type="checkbox"/> Other providers
	<input type="checkbox"/> Potentially Serious	<input type="checkbox"/> Physio	
	<input type="checkbox"/> Unknown at this stage		

What happened?

.....

.....

What do you think caused or contributed to the event?

.....

.....

Injury Details

Body Part (Shade part of body that is injured)	Injury Type (Tick One)	
<input type="checkbox"/> Left <input type="checkbox"/> Right 	<input type="checkbox"/> Aches/pain (gradual/sudden) <input type="checkbox"/> Bruising (minor) <input type="checkbox"/> Burn/Scald <input type="checkbox"/> Chemical Reaction <input type="checkbox"/> Cut (infected/not infected) <input type="checkbox"/> Dental injury	<input type="checkbox"/> Dermatitis <input type="checkbox"/> Foreign body <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Other <input type="checkbox"/> Serious harm (Complete OSH form)

Time off work: (if yes, please attach medical certificate/ACC form and complete RDC leave form)

Were you using a piece of equipment at the time? (if yes, please describe)

.....

Were you wearing personal protective equipment?

Please sign and date this form when you have completed page 1 and pass to your Manager/Team Leader.

Signature: Date:

Investigation Form

To be completed by Manager

Manager/Investigator Name:

Health & Safety Investigation Details

Describe what needs to be investigated: (summarise the event)

Information Details

Describe what information you have collected about the event: (Who is injured, witnesses, interviews, observations, photos, notes, re-enactment)

Analysis

Describe what caused the accident: Consider tasks, people factors, systems, environmental factors, equipment, culture (how we do things here), weather etc.

Action Details

Describe what needs to be actioned to fix the situation: (What changes will be made, who approves them, who needs to be informed about them)

Who needs to be involved? Action plan assigned to:

Date action due: Date action completed:

Signed off by (HR Manager):

Does the Hazard register need updating? Updated on:

Hazard Eliminated: Hazard Isolated: Hazard Minimised:

OSH Details

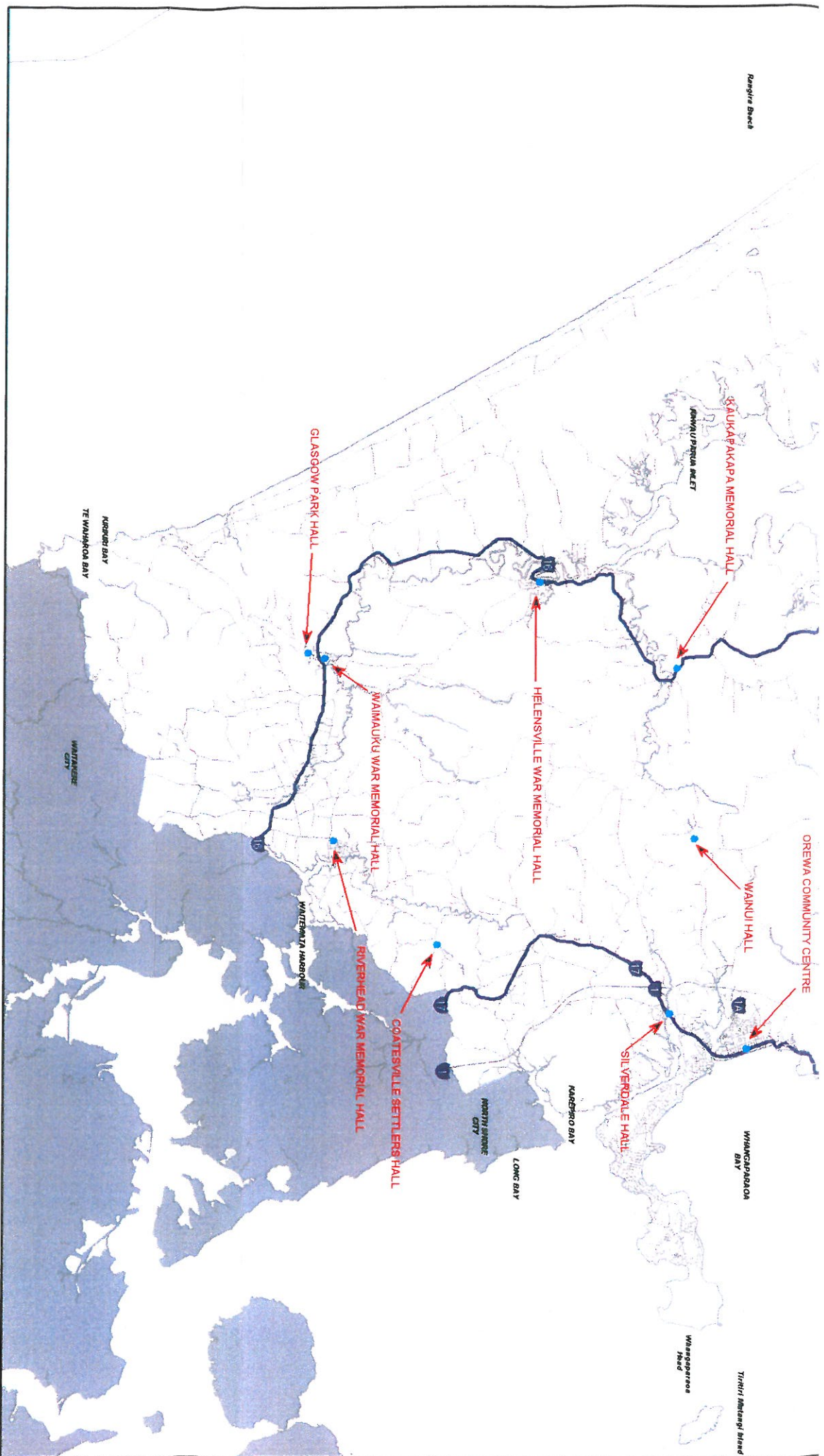
Please fill out for serious harm only

Has OSH been advised? Date advised:

Please sign and date this form when you have completed page 2 and return to HR Manager.

Signature: Date:

Title:



RODNEY DISTRICT - Council Owned & Administered Halls



SCALE: 1:250000 @ A3



This plan is for information purposes only, and best produced in colour. Its content is NOT to be considered of survey grade, and should be verified prior to design or construction. While Council endeavours to provide accurate data, no guarantee as to the completeness and accuracy of the data shown can be given. Council accepts no liability for any error or omission whatsoever.

Cadastral information derived from LINZ's LandOnline database. Crown Copyright Reserved
DATE: DECEMBER 2005
RDC 14992

Head Office: 50 Centreway Road, Orewa
Private Bag 500, Orewa 1461, New Zealand
Tel: 0800 4265169, Fax (09) 4267280
Email: info@rodney.govt.nz