

SAFETY REQUIREMENTS FOR CONTRACTORS

Introduction

HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

What does the Health and Safety in Employment Act 1992 mean for NZ Post?

The aim of the Health and Safety in Employment Act of 1992 (HSE Act) is to prevent harm to employees at work. To do this, it imposes duties on employers, employees, principals and others, and encourages employers to be excellent health and safety managers. It also provides for the making of regulations and codes of practice.

The following are key points regarding compliance with NZ Post's health & safety requirements

- Our Goal is ZERO injuries and all hazards managed – please make these yours
- We expect all contractors to comply with all rules and regulations as outlined by the New Zealand Transport Agency (NZTA)
- Take all practicable and reasonable precautions to protect yourself and your employees/sub-contractors and from any harm. This includes the public/customers if appropriate to the area.
- You, NZ Post and its contractors have legal responsibilities regarding health and safety. All contractors are expected to comply with relevant health and safety legislation, codes of practice, NZ Post requirements, rules and procedures.
- Contractors will be assessed for performance with regard to both their health and safety record and their compliance with NZ Post procedures.
- All accidents, near misses, incidents (hazards) and equipment/plant damage shall be reported immediately occurring in places controlled by you using the correct reporting procedures as outlined in this induction.
- First aid kits are required in all “company vehicles”
- Keep a register of all harms and then report and control all hazards that you identify.
- Have emergency procedures in place that your staff and subcontractors can use if necessary.
- Ensure that other people are adequately warned of potential hazards through proper use of signs, barriers or other means as appropriate.
- Make sure you, your staff and your subcontractors know the hazards associated with the specific work and site.
- Make sure your subcontractors work in a safe way and have adequate health and safety procedures.
- All contractors and their drivers are to have the correct current licenses for the vehicles they are driving and the loads they are carrying
- All vehicles must have all legal requirements current i.e. WOF, COF, REG and RUC as required

Responsibilities & Compliance

Legal Responsibilities

The Health and Safety in Employment Act 1992 defines a 'principle' as any person who engages any other person, other than an employee, for gain or reward. Every principle is required to take all practicable steps to ensure that no employee of a contractor or sub-contractor is harmed while doing work they engaged them to do.

Many of the duties in the Health and Safety in Employment Act are qualified by the words "take all practicable steps". This phrase applies to the general duties that must be carried out by employers, employees, self-employed people, people in control of workplaces, and "principals", who are people who engage contractors to carry out work for them.

These people are required to take all steps that are **reasonably** practicable. A step is practicable if it is possible or capable of being done. Whether a step is also reasonable takes into account:

- The nature and severity of any injury or harm that may occur;
- The degree of risk or probability of injury or harm occurring;
- How much is known about the hazard and the ways of eliminating, isolating or minimising the hazard; and
- The availability and cost of safeguards.

The degree of risk and severity of potential injury or harm must be balanced against the cost and feasibility of the safeguard. The cost of providing safeguards has to be measured against the consequences of failing to do so. It is not simply a measure of whether the person can afford to provide the necessary safeguards. Where there is a risk of serious or frequent injury or harm, a greater cost in the provision of safeguards may be reasonable.

Degree of Care

NZ Post as an employer and 'principle' is responsible for the health and safety of people who are not its employees. If we hire any contractor we must take all practicable steps to ensure that no employee of that contractor is harmed while doing any of the work the contractor was engaged to do.

Contractors also have legal responsibilities towards themselves, their staff, subcontractors and the general public to ensure harm does not occur.

A contractor who sublets work to a sub-contractor also has duties of a principal. Comments about how to work out what is 'reasonable practicable' made earlier apply. The degree of care we need to take will depend upon what activities are carried out by the contractor. *The contractor must be told about any activities or hazards that are unsafe and maybe harmful.*

Responsibilities & Compliance cont

OSH Criteria

The Department of Labour (DOL) who monitor the Act advise employers who are principals to take the following steps:

1. Have health and safety performance requirements written into all contracts.
2. Have selection procedures for contractors and sub-contractors.
3. Have induction training for contractors so they are familiar with all hazards on site.
4. Monitor the performance of the contractors.

To fulfil its obligations NZ Post needs to assess the health and safety performance of contractors on an ongoing basis with:

- The contractor's safety record
- The contractors standard of compliance with legal and NZ Post's requirements for health and safety.

Purpose of this kit

As a contractor to NZ Post you are asked:

- To make certain declarations regarding health and safety
- To undergo induction so that you understand our requirements
- To comply with requirements and procedures.

Assistance

If you need assistance with regard to health and safety management matters please contact:

Marie Snowball
WAIKATO MAIL CENTRE
LEVEL Ground Floor
28 DUKE ST
HAMILTON

NZ Post Statement of Commitment



NEW ZEALAND POST GROUP

Safety & Wellbeing Statement of Commitment



"The New Zealand Post Group is committed to achieving excellence in our safety and wellbeing performance."

SAFETY

The New Zealand Post Group will protect our employees, contractors, customers and our communities by:

- Establishing a strong safety culture throughout our business
- Adopting the best safety practices and safety programmes available.
- Ensuring our people, systems, equipment and work practices create a safe workplace.
- Providing the necessary training and education to prevent injury and harm.

The five key elements of our approach include:

1. Charging our leaders with responsibility for safety including providing visible safety leadership, creating safe workplaces and embedding safe work practices that achieve excellent safety performance.
2. Requiring our employees and contractors to take personal responsibility for their own safety and the safety of those around them.
3. Having zero tolerance for unsafe practices and taking practical steps to find and fix safety hazards and causes of injury.
4. Engaging with employees, contractors, unions and employee representatives on the integration of safe work practices into all parts of our business.
5. Establishing safety programmes, training and systems that ensure accurate reporting, recording of identified issues and completion of corrective actions.

WELLBEING

The New Zealand Post Group will give priority to employee wellbeing by:

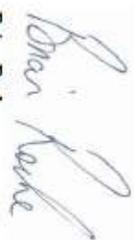
- Promoting and encouraging healthy living throughout our business
- Adopting the best health and wellbeing programmes available.
- Providing an effective and individualised support programme to employees experiencing health or injury issues.

The six key elements of our approach include:

1. Encouraging healthy working and healthy living through an active health promotion programme across the business.
2. Establishing sound practices for early identification and intervention for employees experiencing health or injury issues.
3. Provide training and education to employees and line managers on the topic of rehabilitation and return to work.
4. Individualised care and rehabilitation programmes for employees experiencing health or injury issues.
5. Providing meaningful return to work programmes tailored to suit the individual.
6. Engaging with employees, contractors, unions and employee representatives on the establishment and integration of wellbeing practices across the business.

The New Zealand Post Group will meet or exceed all legislative requirements and contractual obligations relating to safety and wellbeing. All employees, contractors and visitors are expected to demonstrate their commitment by behaving in compliance with these statements.

Original Issue: May 2006
 Last Review Date: June 2012
 Next Review Date: June 2014


 Brian Roche
 Chief Executive New Zealand Post Limited
 Date: June 2012

Accident and Incident Reporting Procedures

All injuries must be reported.

This includes all:

- *Personal Injuries*
- *Property Damage*
- *Near Misses*



If any harm occurs to you, an employee, a subcontractor, or any other person you must use NZ Post's procedures for reporting harm. This event reporting form is called an HS1.

See Appendix One

You must also use your Company's procedure for investigation, reporting and follow-up of all accidents. NZ Post will require a copy of your reporting documents.

Remember – You must not disturb the scene of a serious harm accident until permission to do so has been obtained from DOL, except as necessary to render first aid and prevent further harm.

If serious harm or potentially serious harm incidents occur:

All serious harm and incidents that could have caused serious harm occurring while you are engaged on NZ Post work must be reported by using.....**NZ Post's procedures, as well as, your procedures.**

- Notify OSH as soon as practicable if actual serious harm occurs.
- Notify the designated NZ Post personnel for the job as soon as practicable.
- Complete appropriate documentation (HS1) and send to NZ Post personnel
- It is your legal responsibility to investigate accidents to your staff. Results of your own investigation must be provided to us on request. NZ Post may also conduct an investigation depending on circumstances. You should assist fully with this.

If harm (not serious) occurs:

- Use your own system to record all instances of harm. We may ask to see your records of harm occurring on NZ Post jobs from time to time.

Safety Rules for Contractors

1. All contractors must comply with relevant health and safety legislation and codes of practice
2. All contractors must be inducted to our health and safety management system so that they understand what is required of them
3. All contractors are required to comply with our health and safety management system.
4. Contractors must report instances of harm that occur on NZ Post contract work to us by using the correct procedure.
5. Contractors must work in a professional manner, bearing in mind the health and safety procedures, implications of their activities.
6. As principals, contractors are responsible for the
 - Selection
 - Induction
 - Supervision of any subcontractors they may engage
7. Passengers shall not ride on material hoists, moving platforms, fork hoists or similar equipment.
8. Contractors working away from staffed NZ Post facilities:
 - Must have procedures in place to deal with emergency situations that may arise in the course of work.
 - Your staff and sub-contractors must know the procedures.
 - The necessary facilities to carry out the procedures must be available.

Hazard Reporting Procedures

What is a hazard? Legal definition:

“Hazard” means 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 ‘hazardous’ has a corresponding meaning.

What is a significant hazard? Legal definition:

“Significant hazard” means a hazard that is an actual or potential cause or source of –

- (a) Serious harm, or
- (b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person’s exposure to the hazard: or
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

10.1 ***Control of Hazards***

If you identify a new hazard you should take all practicable steps to:

- **Eliminate** it, or if not practicable to eliminate it;
- **Isolate** it, or if not practicable to isolate it;
- **Minimise** the possibility of it causing harm.

This may require interim measures pending a decision on how best to manage the hazard.

10.2 ***Reporting Hazards***

- As a contractor, you are responsible for identifying and controlling hazards relating to your work that you and your staff may face or create in the course of your work.
- You must at all times ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential hazards.

First Aid Equipment and Personnel

As a contractor, you are **legally responsible** for providing first aid facilities for use by yourself and your staff,

If your work is of such a nature that specialised first aid equipment or materials may be needed, it is your responsibility to provide it.

Protective Clothing and Equipment

Where applicable:

- Contractors are responsible for providing and using the required protective clothing and equipment to ensure safety e.g. Hi Viz Vest or Safety footwear.
- Where hazards may affect other people in the vicinity, you must advise them so that they may vacate the area, or equip themselves with the correct protective gear.
- Contractors have the right (and a responsibility) to instruct people not suitably protected to leave the area while the hazard is present

Compliance

To show you have read and understood NZ Post's rules and regulations, it is expected you read and sign the:

YELLOW® DISTRIBUTION - SAFETY REQUIREMENTS FOR CONTRACTORS

Failure to comply with any Safety & Wellbeing initiatives, legislative or Codes of Practice whilst on any NZ Post contract work will be treated as serious misconduct and as such could result in the contractor being formally investigated by a designated safety & wellbeing specialist. The outcome could be the contractor is no longer required to work for NZ Post or any of its subsidiaries.

Appendix One



H51 Form Incident & Injury Report

Date & Time		
Of Incident: Date:	Time:	
Of Report: Date:	Time:	
Reported by		
Employee name:	Employee contact:	
Employee ID:		
Reported to		
Employee's name:	Employee contact:	
Employee ID:		
Incident location (physical address):		
Description of Incident		
Please record the facts as they took place, including physical address. Attach another page if necessary. Note: Improvements are to be recorded later in this form.		
Type of Incident (Please tick one)		
<input type="checkbox"/> Customer incident	<input type="checkbox"/> First aid	<input type="checkbox"/> Lost time injury
<input type="checkbox"/> Near miss	<input type="checkbox"/> Pain and discomfort	<input type="checkbox"/> Fatal injury
<input type="checkbox"/> Property damage	<input type="checkbox"/> Medical treatment injury	
Which of the below best describes the nature of the incident (mechanism) – (Please tick one)		
<input type="checkbox"/> Bitten/stung by animal, insect or spider	<input type="checkbox"/> Contact with chemical or biological substance	
<input type="checkbox"/> Cuts or abrasions	<input type="checkbox"/> Cycling accident	
<input type="checkbox"/> Exposure to mental stress factors	<input type="checkbox"/> Exposure to noise	
<input type="checkbox"/> Exposure to UV light	<input type="checkbox"/> Falls from cycles and motorbikes	
<input type="checkbox"/> Forklift accident	<input type="checkbox"/> Hit or struck by a person	
<input type="checkbox"/> Hitting or being hit by objects or equipment	<input type="checkbox"/> Motor vehicle accidents	
<input type="checkbox"/> Motorbike accident	<input type="checkbox"/> Overweight mail bags / product / inwards goods	
<input type="checkbox"/> Building and chalking	<input type="checkbox"/> Slips, trips and falls	
<input type="checkbox"/> Strains or sprains from repetitive movement	<input type="checkbox"/> Strains or sprains with no objects being handled e.g. over reaching	
<input type="checkbox"/> Strains or sprains while handling objects e.g. lifting	<input type="checkbox"/> Trapped by moving machinery	
Basic cause of incident (from incident investigation guidelines) – (Please tick one)		
<input type="checkbox"/> Behaviour	<input type="checkbox"/> Communication	
<input type="checkbox"/> Design / engineering process	<input type="checkbox"/> Feedback systems	
<input type="checkbox"/> Initial employee selection	<input type="checkbox"/> Maintenance	
<input type="checkbox"/> Procedural issues	<input type="checkbox"/> Purchasing / equipment specifications	
<input type="checkbox"/> Supervision	<input type="checkbox"/> Training / competency	
Has a new hazard been identified from this incident?		
Yes	If yes, please contact your Safety and Wellbeing Specialist for further information on hazard investigation. Or complete H2M01 Hazard report and Assessment form	
No		
Investigation of Incident (Manager's investigation notes)		
(NOTE: All Serious Harm and Lost Time Injury incidents must have an H2M01 Incident Investigation form completed)		

Corrective Action Plan To resolve consequences or prevent recurrence	Due Date	Responsibility	Date Completed	Managers signature Confirm action complete

Injury Details

Please complete the following details for each person injured.

Injured Person(s)			
Name	Does the person work for NZ Post?	Employee ID (if applicable)	Contact phone number
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Body Site	
<input type="checkbox"/> Head	<input type="checkbox"/> Trunk (chest, abdomen, upper back)
<input type="checkbox"/> Eyes / Ears	<input type="checkbox"/> Lower back
<input type="checkbox"/> Neck	<input type="checkbox"/> Hips, thighs
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Knees
<input type="checkbox"/> Upper / lower arm	<input type="checkbox"/> Calf / ankles / feet / toes
<input type="checkbox"/> Hand / Wrist / Finger	<input type="checkbox"/> Internal organs
<input type="checkbox"/> Not applicable (no injury)	

What shift did this occur on?	
<input type="checkbox"/> AM	<input type="checkbox"/> Daytime <input type="checkbox"/> PM <input type="checkbox"/> Night Time <input type="checkbox"/> Other:
Delivery mode	
<input type="checkbox"/> Walk	<input type="checkbox"/> Cycle <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other:
Is this a serious harm incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please complete a serious harm report and contact your Safety and Wellbeing Specialist.	
Is this injury work related? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Further investigation required (explain why below)	

What to do with this form:
<input type="checkbox"/> Email and scan a copy to payroll@datam.co.nz (if ACC45 medical certificate received, send this also)
<input type="checkbox"/> Email and scan a copy to jenny.brockway@datam.co.nz
<input type="checkbox"/> If an ACC45 medical certificate has been received send a copy of this and the HS1 to ACC.
<input type="checkbox"/> Place the original in the HS1 file for your site.
<input type="checkbox"/> Update INVS5 your site Incident Investigation Register.

Payroll Service Centre Use Only		
Input:	Date:	Checked:
Incident No:	Injury No:	