

Health & Safety Handbook



Issued to

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Workshop Health and Safety Policy

Wilmech Limited is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors), as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business, directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with all relevant health and safety acts and policies.

Management will:

- Ensure the business complies with all legislation relating to health and safety.
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable.
- Provide information, instruction and training to enable all workers to work safely.
- Supervise workers to ensure work activities are performed safely.
- Consult with and involve workers on matters relating to health, safety and wellbeing.
- Provide appropriate safety equipment and personal protective equipment.
- Provide a suitable injury management and return to work program.

Workers will:

- Take reasonable care for their own health and safety.
- Follow safe work procedures, instructions and rules.
- Participate in safety training.
- Report health and safety hazards.
- Report all injuries, incidents and near misses.
- Use safety equipment and personal protective equipment as instructed..

Our aim is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Name: Thomas Wilson

Position: Director/Workshop Manager

Signature:

Date: 26/03/2022

Review date: 26/03/2022

Wilmech Limited Health & Safety Objectives:

The objectives of our Health & Safety policy are:

- To make health and safety an integral part of all employee's duties.
- To make sure all employees are involved with the decision making with regards to health & safety.
- To ensure ongoing health & safety training takes place within the work place.

This includes:

Workshop Induction.

Annual refresher training.

Ongoing competency training with any new or upgraded equipment.

- To identify and control all potential incidents by means of carrying out risk assessments.
- To ensure the workshop is a safe and healthy place for anybody who enters.

Safety Coordinator

Your safety coordinator is Tom Wilson (Workshop Manager). He is your point of contact for all matter relating to health and safety.

Personal Protective Equipment (PPE)

All required PPE will be supplied & maintained by Wilmech Ltd.

- Safety Footwear – Protective footwear **MUST** be always worn when carrying out any work.
- Safety Glasses/Mask – Should be always worn where danger of injury to the eyes is a possibility.
- Ear Defenders/Plugs – Should be always worn when working in any noisy environments or using power tools.
- Gloves – Should be worn when handling any sharp or corrosive materials.
- Sun Protection – Sunscreen is available for use by all employees and all are encouraged to use it when working outside for prolonged periods of time.
- Clothing – Suitable clothing shall be worn at all times when carrying out work. Overalls are supplied to all employees.
- Hard Hat – A hard hat is to be worn when required.

Safety Equipment Locations

- **Fire Extinguishers** – Fire Extinguishers are located in all offices, workshops and vehicles. (These locations are shown to all employees during site induction)
- **1st Aid Kits** – 1st Aid Kits are located in all vehicles and in the workshop office. (These locations are shown to all employees during site induction) It is the employees responsibility to advise the safety coordinator when any items are used so these can be replenished.

Registers – All registers are located in the workshop office, these include

Hazard Register

Accident Register

Near-Miss Register

Visitor/Contractor Register

Environmental Complaints Register

Hazard Identification and Management

An important part of the Wilmech Health and Safety programme is to, as far as practicably possible, eliminate, isolate, or minimise all hazards in the workplace.

*“A **HAZARD** is a potential source of harm or adverse health effect on a person or persons”*

- **Risk Assessments** – A risk assessment is the process of identifying what hazards currently exist or may appear in the workplace. It is the responsibility of all employees to ensure they report any potential hazards in the “Hazard Register.” When a hazard may cause immediate danger then work should be stopped and the supervisor informed. A dynamic risk assessment can then be carried out to ensure the safety of all concerned.

All other reported hazards will be checked weekly by the H&S coordinator and dealt with at the following health and safety meeting.

*“It is **EVERYBODIES** responsibility to ensure all operations are carried out in a safe manner. Use **COMMON SENSE!** If it looks dangerous, it probably is”*

Hazardous Substances

If hazardous substances are stored incorrectly and handled improperly, they can cause serious harm or damage to property. All safety data sheets are stored in the workshop office.

If your job involves working with hazardous substances:

- Take special care to follow the safety rules on the safety data sheets.
- Always read and follow the instructions on the label of the product you are using.
- Know the location of the sheet for the substance you are working.

Safety Data Sheets will tell you -

- The name of the chemical
- The type and degree of hazard involved
- What precautions you should take
- What to do in an emergency
- Safe storage of the chemical

Site Hazards

All site hazards will be shown to all employees during induction. If any future hazards are identified, then these will be shown to all employees during the weekly "Toolbox Talk".

Manual Handling

The following points should be observed at all times when moving or lifting a load. If a load is too heavy to be handled then an appropriate machine should be used.

1. Get as close to the load as possible.
2. Position feet slightly apart with one foot forward for balance.
3. Bend knees, drop down over the load, relaxing the back and neck.
4. Grasp the object firmly with the roots of the fingers, test the weight and keep the arms as close as possible to the body.
5. Raise your head and lift the load with the leg muscles in a smooth movement, elbows tucked in, heels never leaving the ground.
6. Make sure the load does not obstruct view.
7. Never attempt to lift a load which is too heavy.
8. Bend knees slightly if reaching overhead, to absorb sudden impact.
9. Never twist the back when carrying a load and never over-reach.

Machinery & Equipment

Wilmech will ensure that all equipment, machinery and company vehicles are maintained correctly and always kept in a safe working order. If any piece of equipment is awaiting repair then it should be labelled accordingly and the H&S coordinator/workshop manager informed.

- All vehicles and machinery, including customer vehicles, should only be driven, or operated by staff with the relevant licences or endorsements.

- Only tools and equipment which staff are sufficiently competent to use should be used. Annual competency training will be carried out to ensure all staff receive sufficient refresher training.
- All tools and equipment should have all mandatory guards and protective covers fitted at all times when in use.
- Correct PPE should be used at all times when operating machinery or using tools and equipment.

“Report any faulty or unsafe equipment immediately”

Electrical Safety

The following rules should be observed at all times when dealing with electrical appliances:

- Never overload electrical plug sockets
- Never use any electrical appliance or tool which has been damaged in any way.
- Report and isolate any piece of equipment which is electrically damaged immediately.

Waste Management

- Always use a minimum amount of product; reduce waste wherever possible.
- Dispose of all products in the correct bins or containers.
- Recycle wherever possible.

- **Employer/Management Responsibilities**

It is the employer's/management's responsibility to ensure that all information kept in this handbook is kept current and relevant to the work environments in which employee's will be working in. All current NZ related policies will be used as reference for any decision which is made/implemented with regards to the health and safety of staff, contractors, and visitors.

It is the employer's/management's responsibility to ensure that all appropriate steps are taken to identify any potential hazards in the workplace. Then all appropriate actions are taken in order to isolate, reduce or minimise the risk of harm to any persons.

It is the employer's/management's responsibility to ensure that all company Health & Safety policies and procedures are adhered to by all staff members.

Employee's Responsibilities

It is the employee's responsibility to familiarise themselves, and comply, with the policies and procedures set out in this handbook. If any part of the handbook does not make sense, then all employee's are encouraged to seek advise from management.

It is the employee's responsibility to identify and report any potential hazard which may be within their workspace.

“It is EVERYBODIES responsibility to keep EVERYBODY SAFE”

Accident/Near Miss Reporting

All staff are required to report all accidents and near misses, no matter how minor. This includes but not limited to:

- All personal injury.
- Occupational illnesses developed over a period of time.
- All vehicle/property damage accidents.
- Fires / explosions.
- Chemical spills.
- All near misses.

Response to Accidents in the Workplace

All staff should follow these actions if an accident/incident occurs:

- Isolate the immediate area.
- Help the injured person if possible.
- Call for the required help. (1st aider or dial 111)
- Do not disturb the scene unless the safety of others is affected
- Reduce likelihood of further problems.
- Inform all required management of the incident.

Serious Harm Injury and Investigation

Serious harm accidents require an in-depth investigation and the potential involvement of Worksafe NZ. Your H&S Coordinator will identify serious harm incidents and respond and investigate appropriately.

Injury Rehabilitation

Wilmech will ensure active rehabilitation of all long-term injured employees, as well as managing injuries as they occur.

All injuries must be reported immediately.

It is vital that all required rehabilitation commences immediately.

If the workplace injury is serious enough to warrant a visit to your doctor, Wilmech management must be involved in deciding, with the health provider, if alternative work can be offered. The main objective is to get the employee back to work as soon as possible without putting the employee at risk or worsening the injury.

What to do if you are injured at work

You are covered by ACC for all work-related personal injuries that you suffer while working. Non work injuries are also covered by ACC. To ensure you receive the benefits you're entitled to:

Report the injury to the workshop manager:

- As soon as possible
- If you're unable to report the injury yourself, get somebody else to do it for you.

Get Treatment:

- Visit a medical treatment provider

What to do when getting treatment:

- Advise the treatment provider that you are claiming for a work-related injury so that they complete the ACC45. The treatment provider will have these forms.
- Ensure you complete the 'Injured Person Details Section' of the form.
- Get a copy of the form to the workshop manager within 24 hours, and keep the employee copy for your own records.

Time-Off Compensation

If your treatment provider advises that you require time off, this is what happens:

- The treatment provider will specify a time period in the “Ability to Continue Work” portion of the ACC45.
- An ACC Case Co-ordinator will contact the company to discuss the claim
- You will receive earnings related compensation subject to certain conditions while you are away from work. Under some circumstances the company may not accept your claim as a work related injury. If this happens the ACC Case Co-ordinator will contact you.

Injuries Not Requiring Time Off Work

- Not all injuries require time off work. If required you must participate in a rehabilitation plan which will allow you to continue working or to return you to work without further risk of injury. This may involve returning to work to the same job or a modified job or even alternative duties.
- As part of your rehabilitation plan you may be required to have treatment to help you continue at work, or assist your safe return to work.

Medical Assessments

- If you have an on-going ACC claim, you may be required to have a general medical assessment or a Work Capacity Assessment. It is important that you attend these assessments. If you don't attend a medical assessment without a good reason, your entitlements may be suspended.

Alcohol and Drug Policy

Wilmech is committed to providing a safe and healthy workplace.

Drug and alcohol use or being under the influence of drugs or alcohol in the workplace is strictly forbidden. Any employee found to be under the influence will be considered a hazard and will not be permitted to carry out any work.

Information, Training and Supervision

All parts of this handbook will be explained to all new employees during the induction phase. Any changes to the companies' health and safety policies would then be explained during either workshop meetings or health and safety meetings.

Continuous training will be carried out with all employees to ensure all competencies are current. Periodically, different kinds of health & safety training courses will be offered to employees to ensure a wide range of knowledge throughout the company.

No tools, equipment or plant is to be used by any employee who is not sufficiently trained or under the supervision of a sufficiently trained person.

Workshop Emergency Procedures

In the even of a minor incident:

- Apply 1st aid and get treated of required.
- Report incident to workshop manager and health and safety coordinator.
- Deal with any hazard identified.
- Ensure all events are recorded correctly.

In the even of a serious harm incident:

- **Dial 111 and get emergency help.**
- Apply 1st aid if possible until professional help arrives.
- Report the incident immediately to the workshop manager.
- Do not disturb the scene unless further danger to persons is present.

Emergency Contact Numbers:

- Tom Wilson – Managing Director/Workshop Manager – 0272876725
- Stephen Purton – Workshop 2iC - 0273919963

Evacuation Procedures

If an alarm is raised:

- Leave the building immediately.
- Leave all lights on.
- Do not stop to collect personal belongings.
- Escort all visitors from the building.
- Exit the building from the nearest exit point.

- Report to the Assembly area and do not return to the building until told it safe to do so.

If you discover a fire:

- Raise the alarm
- **Dial 111** and inform the fire service.
- Clearly state the nature of the emergency and name the address of the workshop as follows:

2 Watson Street

Riverside Industrial Park

Ashburton

- If safe to do so, attempt to extinguish the fire using the available fire fighting equipment.
- Leave the building and make your way to the assembly area.

Emergency Evacuation Procedures for Earthquakes

Most casualties from earthquakes are caused by falling objects, collapsing debris and/or moving furniture and after effects like fire. Take action at the first indication of the ground shaking.

If Indoors:

- Take shelter under a solid structure e.g. doorframe or desk. Keep away from shelves with heavy objects and from windows which may break. If there is no suitable cover, the following procedure should be used:
- Drop to knees away from windows.
- Knees together.

- Clasp both hands firmly behind the head, bowing the neck.
- Bury face into the arms, protecting the head.

If outside at the time of an earthquake, you should take the best shelter you can:

- Move to an open space away from buildings, trees, power lines etc
- Lie down or crouch low to the ground.

When the shaking stops:

- Stay inside, unless you are confident that it is safe to move outside.
- If safe to do so, turn off power sources.
- Persons outside must stay outside.

Major earthquakes are often followed by after-shocks. Normally these are of lesser magnitude.

Protection of Employees from onsite Contractors

Contractors pose a threat to the H&S of our employees, customers, and general operations if their activities are not controlled. Contractors must be made aware of the hazards that they may encounter in our workshop. All employees have a responsibility to ensure that contractors or their employees are not harmed while doing any work.

“All Contractors and Visitors to the Workshop must SIGN IN to the visitors book”

Environmental Policy

Wilmech will ensure that, where possible, any damage to the environment is prevented. All environmental concerns will be given the same level of concern as any other health and safety issues. All practicable steps will be taken by all employees to reduce the companies environmental impact, prevent pollution and reduce harm to the environment.

Wilmech will maintain strict standards to ensure that the actions of all employees does not adversely impact the environment. Any instances of environmental damage must be reported to the Workshop Manager who will take the appropriate action. This may include the notification of relevant authorities.

Our operating environment, and that of our customers, is under constant change and development. This understood, means that our policies, with regards to protection of our environment, have to be assessed and adjusted as and when required. Put simply, Wilmech is committed to minimising our impact on the environment due to our daily activities.

Wilmech recycles all waste oil, filters, scrap metal, batteries, paper, plastics and glass.

***“We are committed to not only identifying further areas of environmental benefit, but implementing them too.*”**

Environmental Complaints Procedure

A register is kept to record any complaints received of an environmental nature.

The register records:

- The date, time and duration of the incident which resulted in the complaint.
- The location of the complainant when the incident took place.
- The possible cause of the incident.
- The corrective action taken in response to the complaint and the timeframe of the response.

In the event of a major spill inform –

Environment Canterbury on 0800 76 55 88

Wilmech Limited Quality Policy

“Wilmech Limited aims to provide a high level of repair and maintenance at competitive prices to customers throughout the South Island of New Zealand.

We will source quality parts and complete all repairs to the highest of standards and with minimum downtime wherever possible. With up-to-date equipment, regular inspections, and ongoing customer feedback, we strive for continual improvement and adhere to all NZ policy requirements to meet these goals.”

This Health and Safety Handbook has been issued to.....

Sign below to acknowledge that you have read and understood the contents of
this handbook:

Signed.....Date.....