

HEARING ASSOCIATION NEW ZEALAND INCORPORATED

INFORMATION SHEET NO _____

Updated August 2016

HEALTH AND SAFETY POLICY

In developing a Health and Safety Policy the objectives are

1. To provide a safe and healthy work environment
2. To identify and control actual and potential hazards, within reason, and to maintain a Hazards Register.
3. To develop an emergency procedure in the event of an accident or the need to evacuate.
4. To implement a recording and reporting system including a review of the hazards register.
5. To limit noise to an acceptable level

1. Provide a Safe Work Environment.

Employees are 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 the correct procedures and use of equipment
- Wearing protective clothing and using equipment as required
- Reporting any pain or discomfort as soon as possible
- Ensuring all accidents and incidents are reported
- Helping new employees, visitors and others to understand the right safety procedures and its need.
- Telling your Manager immediately of any health and safety concern
- Keeping the workplace tidy to minimise the risk of trips and falls.

2. Identify Hazards with appropriate signage

- Stairs – sign “Stairs use Handrail”
- Wet surfaces – sign “Slippery When Wet”
- Steps – sign “Mind the Step”
- Wheel chair access – sign “Wheelchair”
- Assembly Point – signs showing location and means of access from various points.

See attached format of Hazards Register.

3. Emergency Procedures

- Ensure First Aid kit is provided and its location visible
- First Aid kit contents are periodically checked
- First Aid register maintained
- Ensure access to Assembly points are always clear.
- Ensure staff know the correct procedures for evacuation, including when and how to give assistance to others, (Leave everything and move smartly to the Assembly point).
- Do not return to the building until the All Clear is given.
- In the event of an earthquake – Drop, Cover, Hold.

4. Recording and Reporting

- Recording – see attached register format.
- Reporting
 - At each Committee meeting any incident/accident should be reported and steps for future mitigation noted.
- Identify new hazards , record in register and Committee note report.
- Quarterly confirm that First Aid kit checked for supplies.

5. Limit noise to an acceptable level

- Steps should be taken to limit noise either loud or continuous.
- These steps include using ear protection and limiting the duration.

INCIDENT AND ACCIDENT REPORT

TYPE: (Please highlight or circle one that applies) Incident Accident

PERSON **NAME:**

ADDRESS:

TELEPHONE:

DESIGNATION:

DATE AND TIME OF EVENT:

LOCATION:

INJURIES SUSTAINED:

TREATMENT:

CAUSE OF EVENT:

FUTURE PREVENTITIVE MEASURES:

FORM COMPLETED BY:

DATE:

HAZARDS REGISTER

NATURE OF HAZARD:

POTENTIAL HARM:

SIGNIFICANT HAZARD? STEPS TO MINIMISE:

CONTROLS INSTITUTED:

FORM COMPLETED BY:

DATE: