

# **JCC Build**

## **Health & Safety Policy**

### **Updated: 29/04/2020**

## Health & Safety Policy

### 1.0 Context: Overview of Business Objectives

JCC Build's core purpose is to build homes with innovation, excellence and integrity.

JCC Build was established in March 2016 and currently employs 14 people working across various building sites as well as an office at 87E Killarney Lane, Frankton, Hamilton.

### 2.0 Context: Overview of Operations

JCC Build's operations can be summarised as:

Residential construction work including the following:

- Maintenance work
- Bathrooms, kitchens and small alterations
- New builds
- Major Alterations
- Light commercial

### 3.0 Commitment to health and safety

JCC Build is committed to providing and maintaining a safe and healthy work environment for all directors, managers, workers, contractors, customers, suppliers and visitors, in accordance with health and safety legislation, regulations, codes of practices and best practice guidance.

JCC Build will provide the systems, processes, equipment, information, training and supervision needed to provide and maintain a safe, healthy working environment.

JCC Build recognises that the health and safety risks associated with its operations will evolve over time and thus will remain committed to working in partnership with all personnel to ensure continuous improvement of health and safety capability in the workplace is achieved.

### 4.0 Legislation & best practice

JCC Build is committed to meeting its regulatory obligations in accordance with the New Zealand Health & Safety at Work Act 2015.

JCC Build utilises relevant best practice risk management processes and principles within ISO31000:2009 'Risk Management: Principles & Guidelines' and other ISO31000 series guidance material.

JCC Build is committed to working towards a best practice health & safety management system by aligning with AS/NZS 4804:2001 'Occupational health and safety management system – General guidelines on principles, systems and supporting techniques.

### 5.0 Health and safety culture & values

JCC Build is committed to fostering a positive, proactive culture towards health and safety. All personnel are expected to reflect the following values in the way they behave on a daily basis:

- a. **Responsibility** – all personnel will play an active role in health and safety, take responsibility for their own actions relative to their role and not make assumptions that 'someone else' has it covered

- b. **Stop, think & act** – all personnel will apply these three steps on a daily basis when undertaking operations with regard to anticipating ‘what could go wrong’ and ensure that steps are taken to minimise risks. Personnel should ask themselves “is this actually going to keep me safe?”.
- c. **Communication** – all personnel will actively communicate any concerns regarding health and safety in a timely, open and honest manner so any concerns can be addressed to maintain a healthy safe working environment.
- d. **Partnership** – Health and safety is everyone’s responsibility. All personnel will engage with each other on the basis that everyone has a role to play in identifying, assessing and treating health and safety risks at work.

## 6.0 Overarching responsibilities of directors & management

In accordance with regulatory requirements, all directors and managers of JCC Build will each take reasonable steps to:

- a. acquire, and keep up to date, knowledge of work health and safety matters; and
- b. gain an understanding of the nature of the operations of the business and generally of the hazards and risks associated with those operations; and
- c. ensure that the business has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out; and
- d. ensure that the business has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
- e. ensure that the business has, and implements, processes for complying with any duty or obligation under legislation; and
- f. verify the provision and use of the resources and processes to manage health and safety are being delivered in practice.

## 7.0 Overarching responsibilities of workers

‘Workers’ includes all employees, contractors, subcontractors, labour-hire workers, apprentices and trainees, and volunteer workers. In accordance with legislation, workers have a duty of care to:

- Take reasonable care for their own health and safety and that of others; and
- To comply with reasonable instructions from JCC Build; and
- To cooperate with policies and procedures that have been communicated to them.
- All employees will be given a copy of the Health & Safety Policy and related documents for their personal use. There is the expectation that each employee will familiarise themselves with these documents.
- All employees are responsible to report any safety concerns they have.
- All employees will be given the opportunity to contribute to safety planning.
- It is the responsibility of the onsite supervisor to ensure each employee is competent to safely complete the assigned task.
- It is the responsibility of each employee to request training or supervision in a situation where that employee is concerned, they are not competent to safely complete the task.
- It is the combined responsibility of the manager, the onsite supervisor and Health & Safety Representative to ensure that suitable monitoring, supervision and training is given so that each employee can safely perform assigned tasks.

## Plant and Equipment

- The plant/equipment that JCC Build provides employees will be safe for its intended use and maintained in safe condition.

- It is the responsibility of the site manager to ensure the JCC Build plant and equipment is made safe prior to use.
- The person using the equipment is to ensure that tools are intact and safe prior to being used.
- Any safety concerns or defects in plant and equipment to be reported to the site manager immediately and prior to the use of the plant or equipment.
- Tools that require servicing or repairs can be returned to JCC Office and this will be arranged. Leading hands on site are required to clean and maintain JCC Tools (concrete saw, compactor, rail saws, etc) once they have been returned back to JCC Office from jobs.
- JCC Days are booked every six months to conduct Tool tagging on all electrical equipment, and a safety/maintenance check on all personal and company tools. All electrical tools and larger tools requiring servicing are checked prior to going out on new jobs. If tools are needing servicing, they are placed at the office where servicing can be arranged.

### Personal Protective Equipment

- A PPE Allowance is provided to each employee to purchase the PPE that is suitable for themselves.
- Personal protective equipment provided to employees is for their protection while working on site and it is each individual's responsibility to use and store this equipment correctly.
- It is the responsibility of the site manager to ensure appropriate use of PPE.
- It is the responsibility of each employee to comply with appropriate use of PPE.
- Standard PPE is: safety boots, safety glasses, hearing protection, gloves, masks, weather protection.

### 8.0 Accountability

JCC Build takes the health and safety of all personnel extremely seriously. Every effort will be made through induction processes, staff training and ongoing workforce engagement to proactively ensure all personnel understand what is required of them as part of their role in health and safety. However, in the event that behaviour contrary to our health and safety values, overarching responsibilities, or specific responsibilities (outlined in your position description) are detected, the following disciplinary action(s) may be taken:

- Offending personnel may be counselled regarding correct behaviours
- Offending personnel may be required to undertake re-training to ensure they can conduct their role safely
- Offending personnel may be re-assigned to other duties that they can demonstrate they can execute safely
- Offending personnel may be provided with a verbal warning
- Offending personnel may be provided with a written warning
- Offending personnel may have their employment terminated
- Offending personnel may be prosecuted (in the event of a regulatory breach)

### 9.0 Health & Safety Risk Register - Approved Risk Assessment Methods

JCC Build will maintain a health and safety risk register which will represent a formal record of known hazards and risks in our workplace and/or generated as a result of our operations.

The health and safety risk register will be constantly added to and adjusted as emerging risks are identified, as risk levels change or where control measures are adjusted. All personnel are encouraged to stay alert in detecting and reporting risks, hazards or harmful situations at any time.

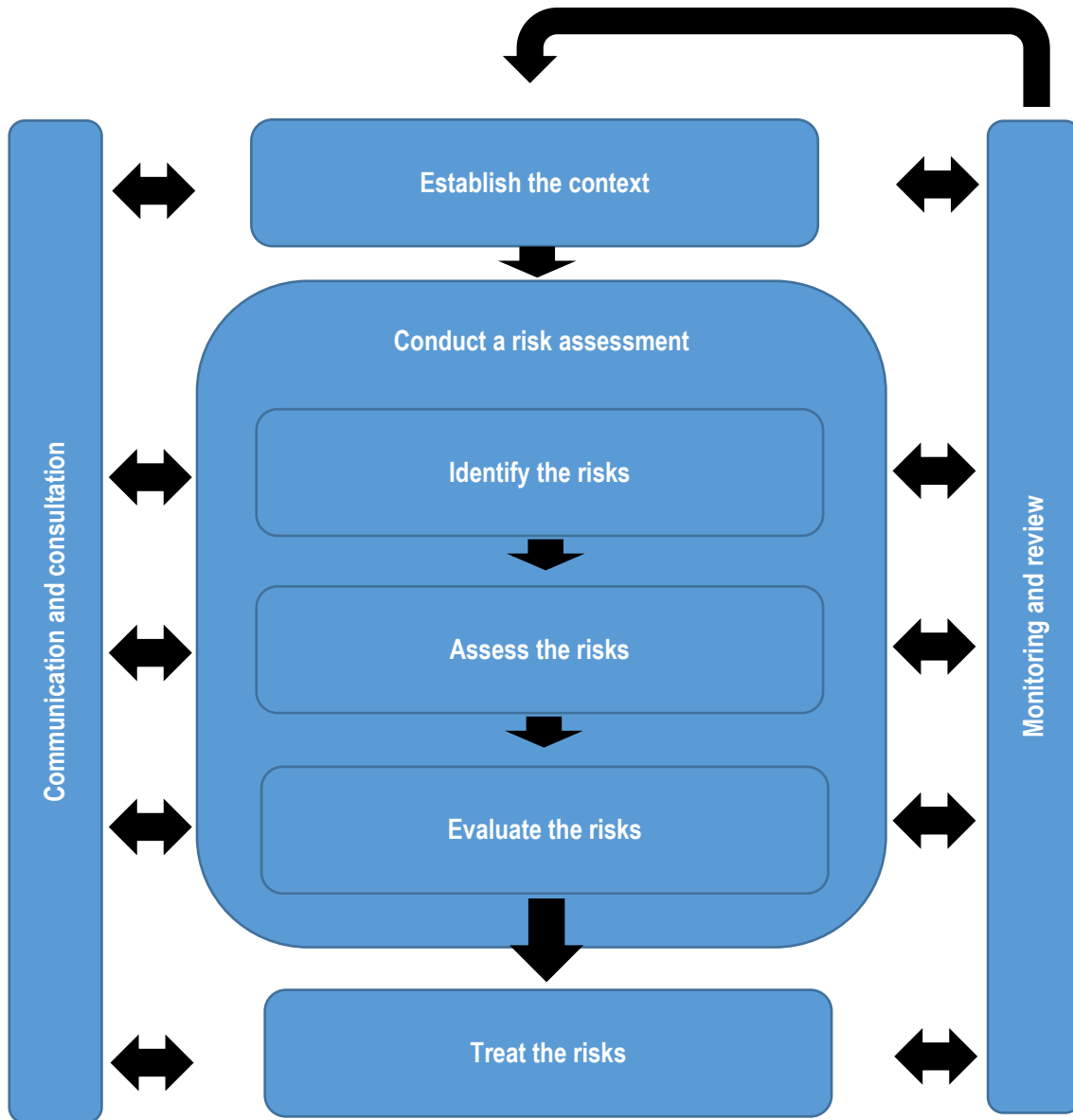
The purpose of this register is to provide a forum by which employees can identify hazards and controls with the goal of eliminating, isolating and minimising these hazards more effectively and providing staff with better training, equipment and plant.

We will systematically identify all hazards in our workplace by completing Checklists for the jobs we undertake using the forms contained on the Safe365 App, based on the Risk Register. We will use employee knowledge and experience, the Construction Hazards and Construction Controls information in the Risk Register along with other available information from Site Safe, ACC, DoL and other sources to ensure our Checklists have identified all significant hazards and controls required to achieve our goal of zero injuries, incidents and accidents.

We will maintain a list of our chemical hazards and will obtain Material Safety Data Sheets for them. All employees will have immediate access to MSDS within Buildertrend job documents at all times. Any chemical hazards not listed on MSDS will be identified, updated on MSDS and appropriate controls implanted.

Our Checklists will be used for new employee inductions, employee training, toolbox safety meetings and workplace inspections.

JCC Build will undertake health and safety risk assessments in accordance with the process outlined ISO31000:2009 (outlined in the diagram below).



Source: ISO31000:2009 Risk Management Principles and Guidelines.

### 9.1 Severity / Impact / Consequence Scale

Descriptor / Rating	Criteria
Insignificant – 1	Very minor injuries of employees, contractors, customers or members of the public (no treatment or time off required).
Minor – 2	Minor injuries of employees, contractors, customers or members of the public (basic first aid provided onsite, <1 day off work required).
Moderate – 3	Systemic injuries or illness to employees, contractors, customers and/or public.  <b>AND/OR</b>  Moderate injury or illness (referral/transport to hospital required with some time off work >1 day likely).
Major – 4	Systemic serious injuries or illness to employees, contractors, customers and/or public.  <b>AND/OR</b>  Serious injury of employee, contractor, visitor or member of public (urgent hospitalisation, extended medical treatment, extended time of work required >1 week).
Extreme - 5	Death or total permanent disability of employee, contractor, visitor or member of public due to compromised safety standards.

### 9.2 Likelihood / Probability Scale

Descriptor / Rating	Criteria
Rare – 1	May occur in exceptional circumstances / almost impossible / 1 in 10,000 chance of occurrence (0.01%).
Unlikely – 2	May occur / 1 in 1000 chance of occurrence (0.1%) / Not likely to occur / Might occur in a 5-year timeframe.
Moderate – 3	Reasonable likelihood that the risk could materialise more than once / 1 in 100 chance of occurrence (1%) / Could occur or “I’ve heard of it happening elsewhere” / Might occur in a 2-3-year timeframe
Likely – 4	High probability that the risk will materialise at least once / 1 in 10 chance of occurrence (10%) / Likely to occur or “has happened to us a number of times in the past” / Might occur in a 1-year timeframe
Almost Certain - 5	Will probably occur more than once / >10% chance of occurrence in the immediate term (0-12 months) / Common or frequent occurrence / Is expected to occur in most circumstances.

### 9.3 Risk Categories

Risk Matrix		IMPACT					
		Insignificant	Minor	Medium	High	Extreme	
		1	2	3	4	5	
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

## 9.4 Risk tolerances and associated requirements

RISK LEVEL	RISK MANAGEMENT ACTIONS
<b>EXTREME</b>	<p><b>Intolerable</b></p> <ul style="list-style-type: none"> <li>Activity or operation should not be commenced or be discontinued if started, until level of risk is able to be reduced to within tolerable levels.</li> <li>Risk must be immediately reported or escalated to Gareth Cantwell</li> <li>Regardless of position held, personnel must exercise risk separation before proceeding (i.e. a second set of eyes must assess the risk and agree the proposed controls will reduce the risk to within tolerable levels).</li> <li>Ensure all controls are in place and are effective prior to commencing the operation or activity.</li> </ul>
<b>HIGH</b>	<p><b>Tolerable level of risk if all practicable measures in place</b></p> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP).</li> <li>Is there anything else than can be reasonably done to reduce the probability and/or impact of the risk?</li> <li>Ensure verification is undertaken that all prescribed control measures are in place in practice.</li> <li>Ensure all person(s) exposed to the risk are aware of the risk level.</li> <li>If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk to ensure the risk level does not increase further.</li> </ul>
<b>MODERATE</b>	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP).</li> <li>If level of risk is ALARP continue with the operations or activity using standard operating procedures, industry codes of practice, ongoing monitoring and review of risks.</li> </ul>
<b>LOW</b>	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>No change required. Ensure existing control measures remain in place and effective.</li> </ul>

## 10.0 Risk Monitoring

JCC Build requires ongoing monitoring of health and safety risks to ensure controls are being implemented in practice, are effective and any changes in risk levels are detected.

The Office Administrator will update changes to the Risk Register as required. Each check of controls outlined in the health and safety Risk Register will be noted and any areas of non-compliance or concern addressed as soon as it practicably possible, within 24 hours.

We will monitor our workplace to ensure that our planned controls are implemented and are effective in eliminating, isolating or minimising hazards. We will supervise employees to ensure they understand our required controls and the consequences of not implementing them – including being injured or killed. We will recognise safe employee actions to support their efforts and we will coach employees who we observe acting unsafely.

Where supervisors and workers identify new hazards or where they see that their planned controls do not effectively eliminate, isolate or minimise hazards, these hazards will be entered onto the Risk Register included in this safety plan. New and effective ways of dealing with these hazards will be developed. Checklists will be updated regularly to reflect all new control measures.

We will use the Checklists and Hazard Identification reports on the Safe365 App to record our monitoring and supervising efforts and to follow up with corrective action when necessary.

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## 11.0 Health & Safety Risk Register Review

JCC Build requires a formal review of the health and safety risk register to occur at least 6 monthly. Reviews will be led by the Business Manager and include at least one other person to review the existing entries in the health and safety risk register including the risk scores, consider if any emerging risks need to be added and to seek feedback from personnel regarding any emerging risks that the workforce may have detected. Emerging risks may be added to the health and safety risk register at any time (do not wait until the next formal review)

## 12.0 Communication & Consultation on Health and Safety Risks

JCC Build is committed to engaging its workforce and any applicable third parties to ensure health and safety risks continue to be identified, assessed, controlled and reviewed. In respect of consultation and communication of health and safety matters, JCC Build will:

- Regularly ask workers and contractors if they have become aware of any emerging health and safety hazards or risks
- Ensure any concerns raised by workers or contractors are responded to and addressed promptly
- Provide regular updates on any new hazards/risks or expectations & requirements in respect to managing those risks
- Ensure all personnel receive a thorough health and safety induction, relative to their role
- Ensure all personnel can contribute to continuous improvement in health and safety through participation in meetings, workshops, surveys and reporting processes.

## Reporting Incident, Injury & Illness

All incidents (including near miss incidents), injuries and illnesses must be reported to the site Foreman, and consequently the Construction Manager, and recorded using the Incident Report on the Safe365 App. Incident information may be reported face to face, by phone (call Gareth 027 522 1142) and can also be communicated by email to [gareth@jccbuild.nz](mailto:gareth@jccbuild.nz).

It is expected incident information will be reported to management as soon as is practicably possible.

### What to do in the event of a serious incident:

#### Step 1: Preserve immediate safety of yourself, other personnel and the site

- Ensure injured or ill personnel receive medical attention (dial 111 in an emergency)
- Ensure any hazards that may be present are managed so no further harm is caused
- Discontinue operations in the immediate area of the incident (or more widely discontinue operations in the event of more severe incidents) such as shutting off machines, vehicles or plant.
- The person who manages or controls the workplace must take all reasonable steps to ensure that the site where the notifiable event occurred is preserved and not disturbed until an inspector from the Worksafe regulator authorises you to do so.

#### Step 2: Notify

- Ensure management have been notified of the incident.
- Management will determine if the event has achieved the threshold for formal notification of the regulator as a 'notifiable event'.
- Management should take steps to notify the directors of the organisation immediately

- Management should take steps to notify the regulator as soon as possible. In the case of a fatality, the Worksafe regulator must be notified immediately.

### **Step 3: Keep records**

Under legislation you are required to keep records of any notifiable incidents for a period of no less than 5 years. As part of the internal investigation, management should complete an Incident Report on the Safe365 App to collect information about:

- Who was involved
- What has happened
- Nature of any injuries or illness
- Who should be interviewed (e.g. witnesses)
- What machinery and equipment was used?
- What processes, systems or equipment may have failed?
- Take photographs and video footage as evidence

### **Injuries and Returning to Work**

- We are committed to supporting the safe and early return to work of injured employees. We will work with both ACC and healthcare providers in establishing a personalised return to work plan that will allow injured employees the encouragement, the goals and the support they need to resume working duties within our company.

### **Following up on incidents**

Where an incident occurs, which may reach the threshold as a 'notifiable event', it must be investigated by the Construction Manager and Managing Director using a Safety Observation report in Safe365 App.

We will identify the root cause(s) and associated significant hazards. We will ensure new controls are implemented to eliminate, isolate and minimise the contributing significant hazards.

We will not blame employees for reporting or having incidents, but will look at our Company's own policies and procedures that may have led to them. We will investigate all reported incidents and accidents. We will use the Incident Report and Hazard Identification Reports of the Safe365 App to ensure the causes and required corrective actions are known and are implemented.

On completion of the Incident Report, provision is made for corrective action to be taken and documented. This may come in the form of a Risk Register review, plant/equipment replacement or additional staff training. We promote discussing the situation within our tool box meetings and looking for methods of revising and improving our current site practice. Using the Incident Reports we will ensure all aspects of process are achieved and that ongoing monitoring of hazards and root causes are continued and documented.

In the event of a serious harm incident we will take all necessary steps to prevent further injury and we will secure the site to ensure it is not disturbed. We will immediately notify DoL by ringing the number posted on the Emergency Plan.

Any DoL notices placed on work activities on any site under our control will be complied with.

## Contractor and Visitor Health & Safety Protocols

The safety of contractors and visitors to the workplace will be included as part of the health and safety risk identification and assessment process and be recorded on the health and safety risk register.

Any contractors or visitors to JCC Build sites must report to the foreman on arrival which shall determine any such person(s) will be subject to JCC Build processes, systems and protocols regarding health and safety risk management. In the case of ongoing contractors, this will be further confirmed in any agreements held with such contractors.

All contractors (prior to or on their first visit) will be provided with access to JCC Build health and safety risk assessments and policies relevant to the job they are working on, as well as the Emergency Evacuation Procedure. The foreman will identify any hazards they need to be aware of. On larger jobs contractors will be shown the site hazard board and given a site orientation by the foreman. This will require a Site Induction form to be filled in on Safe365 App and filed with job documents on Buildertrend.

Visitors must be supervised by a fully inducted worker at all times when onsite. In addition, visitors will be provided with an abridged health and safety induction on arrival which will include emergency evacuation procedures and a briefing on hazards they may interact with depending on what they are doing and where onsite they will be.

At JCC Build's request, any third party must also disclose as part of the induction prior to being allowed on site:

- details of any hazards that they may bring on-site or any hazards/risk they may generate as a result of the nature of work being undertaken together with how those hazards/risks may be mitigated; and
- what practicable steps they will take to ensure their own safety and that of others (this includes advising JCC Build of any special assistance that may be required in case of an emergency requiring evacuation)
- The overall health and safety capability of their organisation (such as completing a contractor pre-qualification process, providing a recent audit of their health and safety capability or providing a copy of their current Safe365 status).

JCC Build reserves the right to stand contractors down in the event unsafe behaviours are witnessed or its health and safety procedures and protocols are breached.

### Emergency Planning

For each of our sites or jobs we will develop relevant emergency information and we will fill in and post, where it is accessible to all employees, the Emergency Plan included with this Policy. We will train our employees working on each site in their responsibilities under the Emergency Plan.

Our employees will have access to a mobile phone (personal if required), stocked first aid kit, a fire extinguisher and an emergency horn at all times they are working on site.

We will run regular emergency drills to ensure the staff remain familiar with emergency signals / alarms and deal with emergency situations professionally and competently. These drills will be recorded in Safety Observation Report in the Safe365 App, and any remedial work on emergency plans, systems or staff training will be noted and rectified.

Where the safety of any work practice or procedure under our control is unclear, all work will cease until such time as a Hazard Identification form is completed identifying effective controls to eliminate, isolate or minimise the hazard concerned, and these controls are implemented.

## In an EMERGENCY:

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, AVIATION INCIDENT, HAZARDOUS SPILL OR PRACTICE EVACUATION.

- Site Foreman must sound **THREE CLEAR BLASTS OF THEIR VEHICLE HORN**
- All Staff **SHUT DOWN** all plant and equipment.
- All Staff on the Project are to proceed **IMMEDIATELY** by the **SAFEST IDENTIFIABLE ROUTE** to the **SAFE ASSEMBLY POINT VIA THE SITE EXIT**
- And **REMAIN** there, so **ALL** personnel can be **ACCOUNTED FOR**.
- **DO NOT RETURN** to the Project until the Project Manager has given **OFFICIAL CLEARANCE**.

## In an emergency, dial 111

...and request fire service, ambulance or police

- Stay calm, give your name, details of the emergency, and street address - which is in "Job Info" in the Buildertrend Job.
- YOUR PHONE NUMBER
- Please note: visitors are the responsibility of the person they are visiting.

### USEFUL PHONE NUMBERS:

Waikato Hospital (07) 839 8899

Department of Labour 0800 20 90 20

Poison Center 0800 764 766

Notifiable event – Regulator 0800 030 040

FIRST AID KIT and FIRE EXTINGUISHER located in all vehicles.

### Once Help has been called:

- Check the scene for **danger**
- Call out for a **response**... is anyone unconscious or non-responsive?
- If safe to do so, check the **airway** is open for anyone unconscious
- Check if anyone unconscious is **breathing** (look, listen and feel for breathing)
- If not breathing, start **CPR** with 30 chest compressions following my two mouth to mouth breathes. Use a face mask or another barrier between yourself and the patient.
- Is there an **Automatic External Defibrillator** (AED) nearby? If so, locate the AED, turn it on and follow the audio instructions.

### If you have people available...

- **Secure** the scene
- Provide **privacy** to the patient such as screening from general observers
- **Assist** with emergency services once they are on scene (such as meeting an ambulance at the entrance so they know where to go)
- **Take notes** of what has occurred such as any causes of the incident and treatment provided on an Incident Report on Safe365 App.
- Ensure the **emotional well-being** of any other personnel who may have observed a traumatic incident (remove from the environment and seek professional assistance such as counselling).
- **Notify** management of the incident

### If you feel the scene becomes unsafe at any stage, evacuate the scene

Emergency procedures are kept in each JCC Van on site, and on the back of Site Hazard signs where applicable. This provides guidance in the event of an emergency at work. The primary objective in an emergency is to ensure your immediate safety and that of others. The secondary objective, once you have secured your immediate safety and that of others and notified emergency services, is to protect against further losses (such as further damage to property or assets).