

Trade Aid Trusts Occupational Health and Safety management plan

July 2023 – June 2024

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Section 1 - Introduction and policy statement

Liability:

While volunteer trustees and directors have a Duty of Care to employees and volunteers working in the Trade Aid shops, they cannot be prosecuted for a failure to meet this duty (Section 51 of HSWA 2015).

Application

This Health and Safety Management Plan applies to all staff under Trade Aid Trusts management, including Trade Aid Trusts volunteers, shop customers, contractors, and visitors.

This document seeks to comply with the Health and Safety at Work Act 2015 and subsequent regulations, a copy of which is available on

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

Organisation

WorkSafe NZ
Environmental Protection Agency
Accident Compensation Corporation
Unite Against COVID-19
Ministry of Health
Business Govt. NZ

Web address

www.business.govt.nz/worksafe
www.epa.govt.nz
www.acc.co.nz
www.covid19.govt.nz
www.health.govt.nz
www.business.govt.nz

Any necessary health and safety management system amendments required as a result of changes in Legislation, Approved Codes of Practice, Standards and Best Practice Guidelines shall be amended in the documentation and forwarded to Trade Aid Trust.

Health and safety objective

Zero Injuries and Sickness

Trade Aid Trusts believe a safe and healthy workplace is essential to achieve the high productivity and quality necessary to compete in the world marketplace. We view our people as our most precious resource and treat them accordingly. To achieve our long-term zero injury and illness goal, our on-going short-term goal is to continuously improve our injury and illness rate.

Trust Health and Safety policy/statement

Trade Aid Trusts are firmly committed to the provision of a safe and healthy workplace for staff, volunteers, shop customers, contractors and visitors in accordance with all legislative requirements including duties under the Health and Safety at Work Act 2015 and subsequent regulations, Approved Codes of Practice, Standards and Best Practice guidelines. In meeting these duties the Trust seeks to:

- Ensure that the company's staff, volunteers and contractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on the company's premises and work sites
- Encourage staff/volunteer consultation and participation in health and safety matters, including external guidance from staff/volunteer nominated representatives and union officials
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- Ensure that contractors who tender for work for the Trust/Shop meet or exceed the Trust's standard for health and safety documentation
- Ensure the accurate and timely reporting of incidents (injury and non-injury), investigation and required corrective actions
- Share a commitment to ensure the safe and early return to work of injured staff
- Promote a system of continual improvement including annual reviews of procedures and policy
- Support an alcohol and drug free work environment

Scope

This policy applies to:

- All staff and volunteers who carry out work (paid or unpaid) for Trade Aid Trusts.
- Contractors contracted to complete work for the Trust. The contractor's terms and conditions should include relevant health and safety arrangements.

Purpose

To set out Trade Aid Trusts' commitment to having a safe and healthy work environment and to outline the responsibilities for pro-actively managing risks and preventing accidents/incidents.

Signed by Trust Chair:

Name of Chair:

(renew with updated annual plan and/or changes to Chair)

Date:

Section 2 - Responsibilities

The Trade Aid Trusts and the Trust's Health and Safety representative are responsible for:

- Promoting a continuous improvement of policies and procedures and ensuring health and safety matters are properly addressed
- Ensuring Health and Safety issues are discussed at Trust and Shop meetings
- Reviewing the overall Trust Health and Safety Management Plan on an annual basis, inclusive of all significant hazards, risks and controls on a 6 monthly basis
- Ensuring all new relevant industry standards, approved codes of practice, best practice guidelines and legislative changes are up kept up to date and implemented into business practice
- Setting annual Health and Safety objectives for the Trust
- Allocating financial resources for Health and Safety management

The Trust Health and Safety representative is responsible for:

- Ensuring minimum training requirements have been met by staff/volunteers and contractors
- Prevention of injury, early rehabilitation and return to work procedures are provided and implemented
- Emergency equipment is made available by Trade Aid Trusts (contractors are committed to supplying their own safety equipment)
- Ensuring all incidents are being reported within a timely manner and that they are investigated to the required level
- Strategies for communications in health and safety matters through monthly Trust meetings and offering opportunities for staff/volunteers to consult a union official or external advisor
- Details of any specific hazards that may be relevant to a job are provided to the staff, volunteers and/ or relevant contractors.
- Maintaining a process to pre-qualify contractors health and safety systems prior to works on site, monitoring the performance during work and evaluating their health and safety documentation once the job is completed
- Assessing the size of a job and the potential risk that may be involved and deciding whether the contract should be categorised as major or minor work
- Sign TRUST Staff/Volunteer Health and Safety Policy Induction and Acceptance (Form 2.2)

Minimum Training Requirements for the Trust H and S representative

- Shop induction
- Experience and competence as determined by the Trust

The Shop Manager is responsible for:

- Ensuring Health and Safety matters are properly addressed on site
- Ensuring there is a process for the induction of all staff, volunteers, contractors and visitors to site.
- Adhering to all Health and Safety procedures & policies, implementing them on an operational level on shop sites.
- Ensuring staff and volunteers have received the safety training required for the specific job and supervision is provided for staff undergoing on-the-job training by experienced and skilled staff to ensure staff's newness to the task or role does not endanger themselves, others or equipment.
- Emergency equipment is available on site. (fire extinguisher (if provided by the Trust), first aid kit)
- The Hazard register, emergency plan and procedure, Incident registers are kept up to date.
- Conducting the six month Shop Audit and reporting back the findings to the Trust Health and Safety representative.
- Ensuring routine safety inspections are taking place - documenting and putting into action corrective measures.
- Requesting prompt rectification of any breaches of the safety requirements outlined in Trade Aid Trusts Health and Safety Policy and reporting breaches immediately to the Trust Health and Safety representative/Trust Chairperson
- Participate in the Health and Safety discussion at Trust meetings and communicate to other staff and volunteers about the issues it considers.
- Identifying existing and new hazards and taking all practicable steps to eliminate and minimise hazards
- Encouraging worker consultation and participation in all matters relating to health and safety
- Ensuring the accurate reporting and investigation of accidents and near misses takes place, using the Shop Accident /Incident/ Near Miss incident report form and informing Health and Safety representative by next Trust meeting
- Ensure that any corrective action needed takes place in a timely fashion
- Participation in internal health & safety training to the required standard for the works being conducted
- Ensuring contractors have provided details of any hazards and associated risks that they will be bringing onto the site or any hazards/risks that may be created as a result of the nature of the work being undertaken
- Ensuring staff, volunteers and contractors meet the minimum Trade Aid Trusts' expectations as stated in the Health and Safety Management Plan and safe work procedures
- Quarterly first aid kit inspections
- Detailing any training updates
- Scheduling renewal of first aid certification (if relevant)
- Ensuring the staff/volunteers notice board contains details such as, but not limited to, new updates, Trust Health and Safety minutes, Emergency Evacuation Procedure, Shop plan showing location of emergency exits and emergency equipment
- Sign **TRUST Manager Health and Safety Policy Acceptance (Form 2.1)**

Minimum Training Requirements for the Shop Manager:

- Suitable experience level determined by Trade Aid Trusts for internal training and on-the-job training and supervision for other staff
- Shop site induction
- First Aid Training (optional)

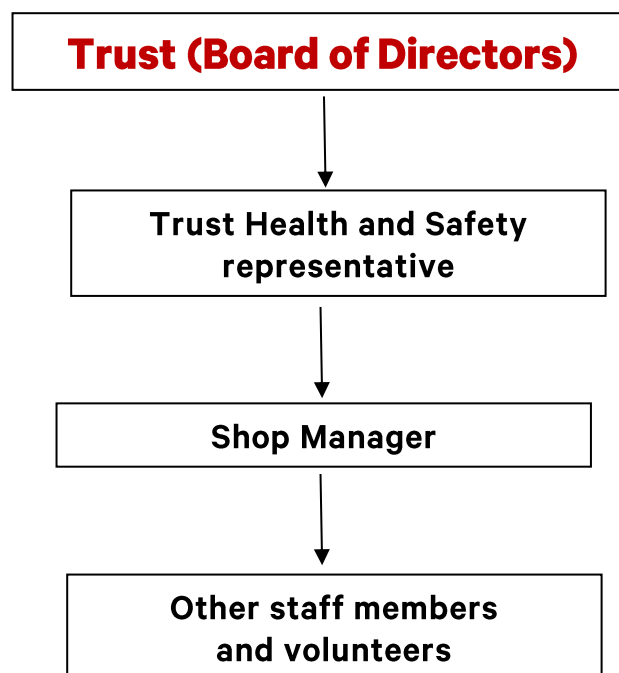
Staff and Volunteers are responsible for:

- Taking responsibility for the safety of yourself and those around you.
- To immediately report any near miss, minor or major incidents to the Shop manager and document the incident in the company Health and Safety files.
- To immediately notify the Shop manager of any potential hazard and its risk on site that has not been included in the site risk register and hazard board.
- Willingness to attend safety training as required
- To always use the correct protective clothing and equipment for the task at hand
- To be experienced and capable of performing the task required and understand that it is okay to ask for assistance or suggest another way of completing the procedure.
- To ask for help if unsure about any Health and Safety matters
- Signing TRUST Staff/Volunteer Health and Safety Policy Induction and Acceptance (Form 2.2)

Minimum Training Requirements for the Trade Aid Trusts Staff and Volunteers:

- Shop induction

Trust structure (for Health and Safety)



Section 3 - Objectives

Health & Safety in practice

Trade Aid Trusts are committed to health and safety in the workplace and strives for continuous improvement. In order to achieve the goals outlined in our policy statement and company health and safety objectives the ‘**SMART**’ planning tool is used. Trade Aid Trusts use **Specific** objectives with **Measurable** outcomes; the Trust sets **Achievable** goals that can be **Reasonably** met and have a **Time frame** in which they are to be reached.

Trust meeting minutes, including six-month reviews and annual reviews, are documented and are the principal way of ensuring information, concerns and methods are shared between all staff, volunteers and Trusts.

Trade Aid Trusts set annual Health and Safety Objectives for any additional areas to those below that they would like to focus on the upcoming years as part of their OHSMP annual review in July – see **TRUSTS Health and Safety Management Plan Annual Review (Form 3.1)**

Trust Health and Safety Objectives:

Objective	How	Who	By when
100% Incident reporting, document and review, striving for zero harm	Educate all staff on procedures, processes and forms, review paperwork	Trade Aid Trusts and outside consultant if necessary	Set timeframe
Ensure compliance with any and all Health and Safety legislation changes	In conjunction with Trade Aid Importers, on-going review of websites and media releases regarding the new legislation and making changes to OHSMP (Occupational Health and Safety Management Plan) if necessary	Trade Aid Trusts and outside consultant if necessary	Set timeframe

Section 4 - Audit and review

On-going audit/review by Trust

The Trust will review Health and Safety performance as follows:

- Set annual Health and Safety performance objectives for the Trust. (see Section 3)
- Monitor performance on a regular basis at the Monthly Trust meetings.

From the shop: Any trends and new information shall be reported back to the Trust on a minimum of a monthly basis at Trust meetings. Information will be placed on the staff notice board by the Shop manager.

Critical incident review

All serious workplace injuries are reviewed by the Trust, with the assistance of the Shop manager **immediately**. The Trade Aid Trust will initiate an ICAM (Incident Cause Analysis Method) Investigation after a critical event. The Manager/Trust Health and Safety representative will contact the Trust Liaison at TAI, who can support the Shop to initiate an immediate investigation utilising ICAM information gathering techniques. This is done with a view to assessing the adequacy of current health and safety procedures and making any necessary changes as soon as possible and ensuring these are communicated to the staff/volunteers. Any training, process changes or new equipment will be reviewed and actioned by the Manager/Trust Health and Safety representative.

Refer to Incidents, Section 12 for further guidance.

Appropriate records of these critical incident reviews are kept in the Health and Safety file in the Shop Office.

6 month review by Trust Health and Safety representative

The TRUST Shop Hazard Register and the TRUST Shop Safety Audit (Forms 4.1 and 5.1) are reviewed, findings considered and any improvements required are actioned

Annual review by Trust

Each year the Trust will ensure that a full review of the Shop's Health and Safety plan is carried out, with specific reference to lag indicators (the measure of **past** accident/incident statistics) and lead indicators (the measure of goals for **future** events to prevent and control injury) using the TRUST Health and Safety Management Plan Annual Review (Form 3.1):

Lag: (for example) the measure of **past** accident/incident statistics

Item	Total Incident Count for the previous 12 month period (2022/2023)
Numbers and trends of Health and Safety incidents	eg: 12
Lost time incidents (staff absence)	eg: 2
Medical retirements related to Health and Safety	eg: 0

Lead: (for example) the measure of goals for **future** events to prevent and control injury)

Item	Total Item Count for the next 12 month period (2023/2024)
Number of Incident/Near Miss Reports followed up (investigations/feedback to staff about best safety practice)	e.g: 5
Number of Health and Safety discussions at Trust Meetings held compared to number scheduled	e.g: 6 meetings scheduled; 5 occurred
6 monthly site inspections	e.g: 100%
No. of hazards still needing action after 3 months	e.g: Nil

The Annual Review is carried out by the Trust H and S representative, with the participation of the Shop Manager making use of Annual Review (**Form 3.1**).

The policies to be reviewed annually are:

- The Trade Aid Trusts Health and Safety Management Plan
- Shop Health and Safety Policy
- Additional Trust Health and Safety Policy Statements
- Safe Work Procedures

All changes arising from the Annual Review will be noted and timeframes for completion and designated responsibilities will be clearly identified. The Trust is responsible for ensuring that these actions are completed.

Any new Health and Safety Objectives are set as an outcome of this Annual Review.

The results of the Annual Review are signed off by the Trust and made available to the staff/volunteers and filed appropriately in the Shop Health and Safety records.

The self-assessment steps are illustrated in the following table:

Self-Assessment Process

Self-Audit Task	Schedule	Responsibility	Location of records
Continuous Review of Health Safety programme	As part of Shop Meetings or as incidents, new hazards and risks are identified	Manager Trust H and S rep. Staff	Office H and S file
Critical Incident Review	All serious cases immediately reviewed, ICAM report findings discussed at following Trust Meeting. Actions are tracked and closed as soon as possible.	Trust Trust H and S rep. Shop Manager	Office H and S file
6 Monthly Shop Safety and Hazard/Incident Check Audit	Shop Safety Audit carried out and Hazard and Incident Registers are reviewed and assessed for any patterns, trends or missed lessons to be learned. Findings passed onto staff and volunteers. 6 monthly: January and July	Trust Trust H and S rep. Shop Manager	Office H and S file
Annual Review	Trade Aid Trusts OHSMP reviewed & new objectives and goals set annually in July.	Trust Trust H and S rep. Shop Manager	Office H and S file

Section 5 - Trust and shop meetings and worker participation

Worker engagement, participation and representation

Under the Health and Safety at Work Act 2015 (Part 3) and Worker Engagement, Participation and Representation Regulation 2016, all businesses and undertakings have a duty as far as is reasonably practicable, to engage with workers who are or likely to be, directly affected by a health and safety matter. Trade Aid Importers Ltd recognizes the new legislation regarding worker representation and engagement and endeavours to incorporate this into the values of the company.

Legislation: [Health and Safety at Work \(Worker Engagement, Participation, and Representation\) Regulations 2016 \(LI 2016/16\) Contents – New Zealand Legislation](#)

Trade Aid Trusts recognise that all information is to be shared with staff and volunteers in a timely manner and that staff and volunteers are given an opportunity to express their views and to raise health and safety matters without penalty.

Trade Aid Trusts believe that workplaces have better health and safety outcomes when staff and volunteers have a say about health and safety matters. To assist in this process, staff and volunteers can participate by the means of:

- direct communication with their manager,
- through the Trade Aid Trust Health and Safety representative

Health and Safety discussion

Shop management and Trust meetings will include agenda items regarding Health and Safety matters and related events, such as recent incident reports, the implementation of new equipment or processes and contractor behaviours. See below:

1. Agenda additions
2. Minutes of last meeting
3. Matters arising from the minutes
4. Action sheet
5. Checks completed
6. Incident/Accident reporting
7. Other items

Section 6 - Hazards and risk assessment

Significant hazard identification, risk assessment and management procedure

Under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, Part 1, Trade Aid Trusts must identify hazards that could give rise to reasonably foreseeable risks to health and safety. After implementing effective controls, these must be then maintained and regularly reviewed. They must:

- Identify hazards
- Use the hierarchy of control measures
- Maintain effective control measures
- Review control measures

The purpose of this section is to outline the processes Trusts and Shop management must follow in order to:

- Accurately identify hazards
- Determine the significance of the hazard based on a risk assessment
- The correct bodies to notify (including method)
- Establish accountability between management and workers
- Create Key Performance Indicators
- Produce measured outcomes, reviews and evaluations

A **Significant Hazard** is a hazard that is an actual or potential cause or source of –

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

Creation and maintenance of the Trade Aid Trust Shop hazard/risk register

The TRUST Shop Hazard Register (Form 4.1) has been established by documenting the hazards and risks associated with the operations conducted by the Trust/Shop. As time passes each new hazard and associated risk identified must be added to the register.

The Hazard/Risk Assessment Procedure

The Shop manager is the first to conduct an initial scope using **Hazard Identification Worksheet (Form 4.2)**

The document is then evaluated making use of the **Risk Matrix p.14 of plan** to determine the level of risk associated with each identified hazard.

Risk Assessment Matrix

In the context of the situation, how dangerous is the hazard you have identified?

This risk matrix uses the simplest components to calculate the risk score:

Risk = Likelihood (of harm occurring) x Consequence (of the harm)

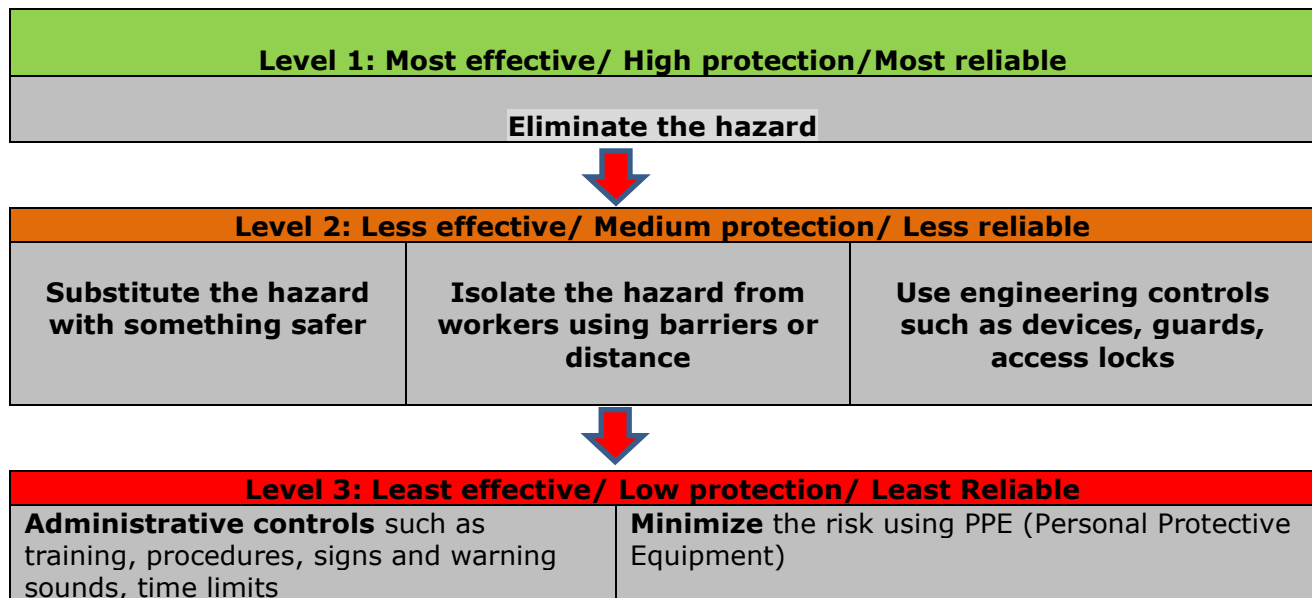
0-5 low risk		CONSEQUENCE – the severity of the potential injury/harm				
6-10 moderate risk		Insignificant damage to property, equipment or minor injury	Non-reportable injury, minor loss of process or slight damage to property	Reportable injury, moderate loss of process or limited damage to property	Major injury, single fatality, critical loss of process/ damage to property	Multiple fatalities, catastrophic loss of business
11-15 high risk						
16-25 extremely high risk						
		1	2	3	4	5
LIKELIHOOD – the chances of the injury / harm occurring	Almost certain 5	5	10	15	20	25
	Will Probably occur 4	4	8	12	16	20
	Possibly Occur 3	3	6	9	12	15
	Remote Possibility 2	2	4	6	8	10
	Extremely unlikely 1	1	2	3	4	5

Extremely High Risk	Stop the activity Act immediately to eliminate or minimize the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term. Escalate to Company Management within 12 hours for case management. Record on site in Risk Register.
High Risk	Act Immediately Eliminate or minimize the risk or implement engineering controls within 72hrs. Escalate to Company Management within 12 hrs for case management. Record on site in Risk Register.
Moderate Risk	Take reasonably practicable steps

	Minimize the risk within 7 days. Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions. Report to Manager/ Supervisor. Record on site in Risk Register.
Low Risk	Take reasonably practicable steps Minimize and monitor the risk by establishing permanent controls within 30 days. Permanent controls may be administrative and/or personal protective equipment controls. Report to Manager/ supervisor Record on site in Risk Register.

The Hierarchy of Controls

If a hazard has a risk rating of medium or above, it must be controlled focusing on elimination as the first option. If the identified hazard cannot be eliminated it must be placed on the Hazard register and minimized according to the Hierarchy of controls below:



Once the controls are implemented the residual risk of the identified hazard must be determined. Any hazard that has been defined as a significant hazard must be placed on the **TRUST Shop Hazard Register (Form 4.1)**. The appropriate methodology and task analysis paperwork must also be completed and acknowledged by all staff on site and/or undertaking the particular hazardous task

Review

The Hazard Register is reviewed 6 monthly by Trust H and S and/or Shop Manager. Using the 6 monthly audit sheet and with the assistance of staff on site, the Trust H and S and/or Shop Manager will make note of, edit and act upon any registered hazard and determined risk.

Any suspected significant hazard with a risk rating of moderate or above that has not been previously identified must be controlled, placed on the worksite hazard board and the Trust must be notified immediately.

The information gathered from the 6 monthly Health and Safety audit can be used in conjunction with the Shop and Trust meetings ensuring that everyone who participates in the briefing is made aware of the latest identified hazards/risks and that everyone has had the opportunity to voice any potential hazards/risks that may not have been considered on site.

Contractors, volunteers and staff are required to constantly register any new hazard/risk. Any suspected significant hazard with a risk rating of moderate or above must also be communicated to the Shop Manager immediately. Contractors on the preferred contractor register will have answered the prequalification questions, which include an expectation to have a Health and Safety system incorporating hazard identification, risk assessment, participation in safety meetings and communications.

Trade Aid Trusts recognise that hazards can also be brought on to a work site when new methods to complete tasks are used. Methodology is to be documented by comprehensive task analysis and prepared before the task can commence. Any possible hazards and their determined risks that come from this procedure will be documented and methods of eliminating and minimising the hazard/risk can be discussed between the contractor and the Trust/Shop manager.

(Note: New Equipment, Services or Work Procedures, Section 8).

Health and Safety Management Review

Trade Aid Trusts reviews any best practice guidelines, codes of practice, legislation and industry documents forwarded from Trade Aid Importers, on a six monthly basis to ensure any changes are reflected in the Trust Hazard Register and shop operations.

The Trust also conducts a six month review of the Hazard Register, as part of the overall Shop Safety Audit, looking at areas such as Site Inspections, and Incident Reports.

Staff and Volunteers Responsibilities

It is the responsibility of all staff and volunteers to report any hazards and risks to their Manager using the **TRUST Shop Hazard Identification Worksheet (Form 4.2)**. Any new hazards with a risk rating of moderate or above are to be included in the Hazard/Risk Register if they cannot be eliminated swiftly.

Staff have the right under the Health and Safety at Work Act 2015 to refuse to work if they consider that work hazards and their related risks have not been adequately addressed.

Section 7 - Inspections

Below is a description of the Shop inspections that Trade Aid Trusts staff / volunteers conduct on the routine schedule as defined:

Shop Safety Reviews

- Conducted by the Shop Manager on a **six-monthly** basis using the **TRUST Shop Safety Audit (Form 5.1)**
- Any issues discovered must be raised with the Trust Health and Safety representative
- The Manager/Trust Health and Safety representative is to action any items, delegate responsibilities as required, follow up and close any matters as soon as possible

Emergency Equipment

- Each quarter the company first aid kits will be examined by the Shop Manager to ensure the contents of each kit are available, maintained and within its expiry date.
- The shop fire extinguishers (if provided by the Trusts) shall be examined and tagged by an accredited auditor such as a member of the New Zealand Fire Service or private consultancy **annually**. Any faulty items shall be removed and disposed of appropriately.

Electrical Equipment

- All **electrical** appliances have to be checked and tagged by a certified contractor as necessary. The frequency of testing required is to be discussed with the tester.
- All records are to be maintained by the electrical

Section 8 - New equipment, services or work processes

Trade Aid Trusts recognise that new or modified equipment, material, services or work processes that are brought into the workplace can potentially lead to the introduction of unidentified or unmanaged hazards and subsequent risks. In order to avoid such an occurrence Trade Aid Trusts ensure:

- A risk assessment is conducted using the **Hazard Risk Assessment matrix on pg. 14, section 6 – Hazards & Risk assessment in plan** prior to the purchase of any new equipment (i.e.: a ladder, new cutting tools). This will be conducted by the Shop Manager using **TRUST Shop New Equipment Form (Form 6.1)**
- If this assessment reaches an M (moderate) or H (high) rating, assess these hazards and decide on suitable action before work commences.
- All new equipment purchases will be discussed and finalised between the Manager and the Trust including their assessment of the anticipated health and safety risks and their implications to the business at Trade Aid Shops.
- Staff and volunteers may be provided an opportunity to comment on the health and safety implications of the new equipment.
- After use of a new material or implementation of procedure a safety discussion between the staff, volunteers and/or contractors involved shall take place.

Section 9 - Safety training

Induction

The Shop Manager and/or the Trust Health and Safety representative is responsible for inducting new staff and volunteers into the Trade Aid Trusts Health and Safety Management Plan.

Successful new paid staff candidates will have completed the pre-employment medical questionnaire before receiving their offer of employment (via Trade Aid Importers as the HR agents for the Trade Aid Trusts).

New volunteers will have completed a volunteer application form, including a medical questionnaire, before commencing a volunteer role.

Any new staff and volunteers will receive a Shop Health and Safety Induction and have explained to them and be reminded of their roles and responsibilities. They will be asked to read and sign the **TRUSTS Staff/Volunteer Health and Safety Induction and Policy Acceptance (Form 2.2)**

This process includes but not limited to;

- Highlighting the identified hazards on site, the residual risk ratings and the present controls in place
- Reminding everyone of their legal obligations in accordance with the Health and Safety at Work Act 2015 and subsequent amendments and regulations
- Identify the locations of emergency equipment, evacuation procedures, first aid qualified staff (as appropriate)
- Ensure tasks to be performed by staff have been adequately reviewed and Safe Work Procedures have been completed and signed off by the Shop Manager before they commence, as required
- Suitably trained or supervised for the work they are required to do

Section 10 - Safety equipment and rules

Relevant documents are kept available in the Shop as the Trust ensures staff is familiar with the necessary instruction for the type of task they are carrying out prior to commencing work.

Maintenance and Renewal

This is an on-going responsibility of the Shop Manager.

- First Aid Kits are checked each quarter
- Fire extinguishers (if supplied by the Trust) are checked by an external company each year as part of the Annual Health and Safety Review (and after any use).

RULES

1. Ladders, Lifting (manual handling) and Cutting

Refer to TRUST Shop Safe Operating Procedures (Form 7.1) for safe practice guidelines.

2. Tools and Equipment

Check all equipment is in safe working order. Check all electrical leads or gas hoses before using. Faulty gear should be removed immediately and replaced or repaired.

All *electrical* appliances have to be checked and tagged by a certified contractor as required (see section 7 – Inspections).

3. Alcohol and Drugs

Trade Aid Trusts have a comprehensive drug and alcohol policy which can be found in Appendix 1.

4. Smoking/Vaping

Smoking/vaping is not permitted in any of the Trade Aid Shops. Section 5 of the Smoke Free Environments Amendment Act 2003 states that an employer “must ensure that no person smokes at any time in a workplace” and that “no employee may smoke at any time in a workplace”. Smoking/vaping is not permitted by employees inside any workplace building.

Section 11 - Health and wellbeing

Stress management

The Trade Aid Trusts recognise the importance of a positive work environment to staff and volunteers' wellbeing and are committed to following good practice in the management of workplace associated stress.

Stress policy/procedure

The Trade Aid Trusts are committed to protecting the health, safety and welfare of their employees. They recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to paid staff and volunteers. Managers are responsible for implementation and the Trust is responsible for providing the necessary resources.

Definition of stress

Stress can be defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

The Trusts and/or their agent, Trade Aid Importers will:

- identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- provide training for all managers and supervisory staff in good management practices.
- provide confidential counselling for staff affected by stress caused by either work or external factors.
- provide adequate resources to enable managers to implement the Trust's agreed stress management strategy.

Responsibilities under the Health and Safety at Work Act 2015

Employers are required to take all practicable steps to prevent harm occurring to employees. The Act requires employers to adopt a systematic approach to identifying, assessing and controlling hazards at work. Because impairment can arise from stress or fatigue, that may occur at home or at work, employers should aim to identify this impairment when it threatens workplace health and safety.

Employees also have obligations. In this context employees should use opportunities for recuperation responsibly. They should ensure that the personal life choices they make (e.g., use of alcohol or recreational drugs or working second jobs which prevent adequate rest) don't pose a risk of harm to themselves or other people at work.

Shop Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.

Trade Aid Importers - Human resources

- Give guidance to managers on the stress policy and advise managers and individuals on training requirements.
- Help monitor the effectiveness of measures to address stress by collating sickness absence and leave statistics and providing reports to Trusts.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Trust Health and Safety Representative, or manager.
- Accept opportunities for counselling when recommended.

Trust Health and Safety representatives

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should conduct joint inspections of the workplace to ensure that environmental stressors are properly controlled.

Employee Assistance Program (EAP)

- Shop employees and volunteers have access to services provided by EAP including practical assistance to employees when personal or work issues arise that may impact on their ability to do their job or affect their wellbeing.

Immunisation

Influenza immunisations are available for all staff and volunteers. Each person is able to arrange this for themselves and can claim the cost on a reimbursement form.

Section 12 - Incidents

Incident reporting

All incidents involving staff, contractors, shop customers and/or property must be reported to the Shop Manager and Trust Health and Safety representative.

The severity of incidents can vary, and this determines the level of reporting required.

A **Serious Incident** is any event that results in:

- Injury, illness, disease, disability or death to any person
- Loss or damage to any equipment, material or building
- Pollution of the environment

A **Serious Near Miss** is an event that under different circumstances *could* have caused a Serious Incident.

Defining a Serious Incident/Serious Near Miss is assisted with the use of the **Risk Assessment Matrix (pp. 15-16)**; any injury or near miss that has a High or Extremely High Risk of reoccurrence is a Serious Injury or Serious Near Miss Incident.

A notifiable event

The Health and Safety at Work Act 2015 defines a notifiable event as:

A notifiable event is when any of the following occurs as a result of work:

- Death
- Notifiable injury or illness
- Notifiable incident

Full definitions of these notifiable events are to found at:

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>

Serious Harm Definition

Serious Harm can be defined as

- Death; or
- Injury that consists of or includes loss of consciousness; or
- a notifiable injury or illness as defined in section 23 of the Health and Safety at Work Act 2015

ALL near misses, personal injuries and property damage must be recorded by filling out a **TRUST Accident-Incident-Near Miss Report (Form 8.2)** (including injuries to Trade Aid Trusts' visitors, volunteers and contractors).

Once the information has been collected, the event will be recorded in the **TRUST Shop Incident and First Aid Register (Form 8.1)**

All serious incidents/serious near miss incidents must be brought to the attention of the Shop Manager and Trust Health and Safety representative ***immediately*** and a **TRUST Accident-Incident-Near Miss Report (Form 8.2)** must be completed by the most senior member of staff on site at the time. Staff and Management are encouraged to take photographic evidence of the incident/accident. The Manager/Trust Health and Safety representative will initiate an immediate investigation utilising ICAM information gathering techniques, The Shop Manager/Trust H and S will contact the Trust Liaison at TAI, who can support the Shop to initiate this. The Manager/Trust H and S will notify WorkSafe NZ if an injury has occurred that is defined as Notifiable by the Governor-General (refer to WorkSafe NZ website) using the 0800 030 040 number and provide a written incident report to WorkSafe NZ as soon as possible.

Incident classification and risk level	Extremely High Risk	Stop the activity Act immediately to eliminate or minimize the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term. Escalate to Company Management within 12 hours for case management. Record on site in Risk Register.
	High Risk	Act Immediately Eliminate or minimize the risk or implement engineering controls within 72hrs. Escalate to Company Management within 12 hrs for case management. Record on site in Risk Register.
	Moderate Risk	Take reasonably practicable steps Minimize the risk within 7 days. Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions. Report to Manager/ Supervisor. Record on site in Risk Register.
	Low Risk	Take reasonably practicable steps Minimize and monitor the risk by establishing permanent controls within 30 days. Permanent controls may be administrative and/or personal protective equipment controls. Report to Manager/ supervisor. Record on site in Risk Register.

Preventing the reoccurrence of incidents

“To have an accident is unfortunate, to have an accident and not learn from it is unforgivable”

A critical aspect of incident reporting is to ensure that all steps are taken to eliminate or reduce the risk of reoccurrence. Completed **TRUST Accident-Incident-Near Miss Report (Form 8.2)** AND **Incident Causal Analysis Method (ICAM) Investigations** are reviewed by the Manager/ Trust Health and Safety representative monthly and annually to evaluate the lessons that can be learned and initiate any necessary corrective actions, such as the development of procedures, assessment of equipment, isolation techniques and possible further training for staff. The commitment to continuous improvement is communicated via feedback on the incident to the Shop and Trust Meetings and actions and progress are evaluated during the six month and annual Health and Safety reviews to ensure all agreed actions are closed off.

Records and reports of all incidents will be filed in the Shop records.

Location of emergency equipment

Develop a site map for your shop showing all first aid, fire extinguishers (if provided by the Trust), exits, switches and hose reels.

Worker rehabilitation

The Trade Aid Trusts will ensure that where necessary the occupational rehabilitation process is commenced as soon as possible after an injury in a manner consistent with the medical advice given. The Trust will consult with staff and their representatives on any matters arising out of the rehabilitation process.

The Trust will ensure that the safe and early return to work of an injured worker who has sufficiently recovered takes place as soon as possible.

Where necessary, as part of the rehabilitation process, the Trust will seek, where possible, to provide alternative duties (such as light or restricted duties) for an injured worker.

Section 13 - Emergency procedures

Effective and reliable emergency planning and responsiveness ensures Trade Aid Trusts are able to provide the best possible protection for all those involved in the workplace in the event of an emergency.

The involvement of staff in emergency planning, training, testing and evaluation is an important part of protecting both people and assets and provides assurance that the information from all areas of the organisation is considered in ongoing planning and continuous improvement.

Emergency plans are created for all hazards identified in the central hazard/risk register that maintain a residual risk of moderate or above once all control measures are implemented.

Areas that have been explored include:

- Fire
- Medical Emergencies
- Robbery and Conflict
- Flood
- Earthquake
- Widespread natural disaster
- Lockdown/Terrorist event
- Violence at work

Refer to the Trade Aid Trusts **TRUST Emergency Response Plan for Trade Aid Shops (Form 9.1)** for further information.

Location of emergency equipment

Develop a site map for your shop showing all first aid, fire extinguishers (if provided by the Trust), exits, switches and hose reels.

Section 14 - Contractors and subcontractors

Contractors will be required for two main purposes:

- a) **Shop Refits** - this process of contractor management will be covered by TAI
- b) **Routine shop maintenance** - this will be managed by Shop Trusts

Pre-qualify the contractor

Pre-qualifying contractors to work for Trade Aid Trusts is the beginning of our contractor management process. Each company must be assessed to ensure they are competent and safe to work on our sites. We use our **TRUST Contractors Register (Form 10.2)** to track this process and which also rates the effectiveness and improvement opportunities for our preferred contractors.

All new contractors will be asked for a copy of their Health and Safety Manual, including their Health and Safety Policy and company training register as a minimum making use of the **TRUST Contractor Prequalification Survey (Form 10.1)**.

A successful contractor will receive a **TRUST Contractors Acknowledgement of Duties (10.3)** which must be signed and returned to Shop Manager/Trade Aid Trust H and S before the contractor may commence.

Contractors and subcontractors are to be asked to report at the Shop for a briefing by the Shop Manager before starting work on site. A **TRUST Contractors Induction (Form 10.4)** must be signed off by the contractor before they may commence work on site.

Monitoring the Contractor

The Shop Manager and/or the Trade Aid Trust Health and Safety representative is responsible for keeping an oversight on the contractor and subcontractor, and if either does not follow safe working practices or does not use adequate protective equipment they will be asked to cease work and leave the site immediately. The Shop Manager will actively monitor the health and safety performance of each contractor/subcontractor throughout the duration of the contract.

Any near miss and minor incidents with a risk rating of moderate or below by contractors and subcontractors are to be reported to the Shop manager/ Trust Health and Safety representative and also recorded in the Trade Aid Shop Incident Register. Any serious harm incidents with a risk rating of high or above are to be reported to the Shop Manager/Trust Health and Safety representative immediately.

Post –Contract Review

A **TRUST Post Contract H&S Performance (Form 10.5)** form is to be used and signed off by the Shop Manager/ Trust Health and Safety representative prior to approval of final contract payment. The Trust will conduct a specific review of contractors on an annual basis or at the end of a major contract per company.

Contractor Systems review

As a minimum the Trust will review the progress of contractors on the preferred contractors register annually as part of the overall Health and Safety Management Plans review.

Reference: *PCBU's Working Together. Advice when contracting. June 2019. Worksafe, to meet the Health and Safety Act 2015*

Qualify the contractor

- Assess capability of potential contractors
- Use a pre-qualification questionnaire to gather information on contractor's health & safety system (ask for evidence)
- Utilise SiteWise
- Approve their system or find another contractor

Monitoring the Contractor

- Checking the contractor is using their H&S systems for duration of job
- Rectify if they are not, recognise and reward if they are
- Request updated information (training, task analysis, safety meeting minutes, inspections, certificates)

Post Contract Review

- Review the performance of the sub-contractor - practice and theory
- Use a checklist
- Evaluate what could be done differently
- Keep documentation on record and use the best performers again

Section 15 – Pandemic planning

Purpose

The purpose of this section is to outline all measures that will be considered in response to a Pandemic and to provide an overview of the activities that will be undertaken to ensure Trade Aid shops are adequately prepared to operate during a Pandemic.

Responsibilities

Shop Manager and Trust Health and Safety Officer

- Implementation of the plan and ongoing monitoring
- Ordering of Cleaning supplies and PPE
- Updating signage during each level of the Pandemic
- Observing good hygiene practices and advising staff on best practice
- Ensuring cleaning is taking place and cleaning schedules are completed
- Ensuring protocol is followed for suspected cases and the proper return to work procedure is followed
- Delivering an operational policy for each alert level or stage of the Pandemic
- Ensure all legal requirements are met for operating

The Shop Trust

- Approval of the plan annually
- Approval of Trade Aid Store COVID-19 Policy in consultation with TAI
- Allocating financial resource for purchase of PPE and sanitising materials
- Supporting the Shop Manager on implementation of the Operational Safety Plan during each alert level
- Ensuring that testing and return to work protocols are properly followed for suspected cases

Trade Aid Importers

- Trade Aid Importers will provide a specific Pandemic Policy from which Shops create their own operational safety plan
- Trade Aid Importers will be responsible for ensuring that all information in the policy is in line with Government and Ministry of Health advice
- Trade Aid Importers will provide Shop Trusts and Shop Managers with regular updates

Legislation

Civil Defence Emergency Management Act 2002

Epidemic Preparedness Act 2006

Health and Safety at Work Act 2015

Health Act 1956

Food Act 2014

Sources of Information & Legislation Tracking

Worksafe www.worksafe.govt.nz

Ministry of Health www.health.govt.nz

Ministry of Business Innovation and Employment www.mbie.govt.nz

Ministry for Primary Industries www.mpi.govt.nz

Business Govt NZ www.business.govt.nz

Essential Business Registration

Trade Aid Shops will seek advice from TAI about what kind of measures they need to have in place, and to enforce if they are to be granted and maintain 'Essential Business' status under the highest Alert levels of the Pandemic.

Operating Considerations during the Pandemic

As part of the Trade Aid Shops commitment to providing a safe workplace for its employees the following list of health guidelines relating to physical distancing, cleaning, working arrangements and general day to day trading activities will be considered in preparation for operating during the pandemic. These activities will be reviewed at each alert level of the Pandemic and measures appropriate to the alert level will be implemented. See (Form 11.1) for alert level policy template. This list will also be reviewed and updated regularly in response to any additional Government advice on the Pandemic.

Contact Tracing

All contract tracing legal requirements will be met by the Trade Aid Shops. Shops will maintain a register of all staff and volunteers entering and exiting the building.

A register of all essential visitors and contractors will also be maintained. Contractors and visitors will also be requested to make additional declarations about who they have travelled with and if they have undertaken any international travel within the specified risk timeframes for transmission of the disease.

Physical Distancing

Physical distancing measures will be put in place at the highest alert levels. This will include seating arrangements in office spaces, staff areas and the shop floor.

Staff working arrangements for different stages of the Pandemic

Trade Aid Importers will communicate to all shops about working arrangement expectations for all levels of the Pandemic.

Vulnerable and at risk people

Alternative working arrangements where possible will be put in place for vulnerable or at risk people.

General hygiene and Cleaning

Trade Aid Shops will ensure hygiene practices are elevated during the Pandemic to an even higher level than usual.

Cleaning protocols will be established for common touch points and staff eating areas. See (Form 11.2)

Books, magazines and papers will be removed in common areas.

Cleaning supplies and instructions will be provided and displayed in common areas.

Cleaning Supplies

Approved sanitizing cleaning agents will be provided for cleaning and sanitizing of surfaces.

Personal Hygiene and handwashing

Trade Aid Shops will ensure all personal hygiene advice from the Ministry of Health is followed and enforced.

PPE Use and Supplies

PPE will be provided to all staff where necessary. Use of PPE will be in line with Ministry of Health advice.

Deliveries and Pick Ups

Sanitising and sign in process will be observed on site when receiving deliveries or preparing goods for delivery. Physical distancing measures will also be observed.

Meetings

At the highest alert levels of the Pandemic all meetings will take place remotely.

Physical distancing must also be maintained in meeting spaces for subsequent stages or levels of the pandemic. Cleaning protocols will be established for shared equipment such as keyboards, remote controls etc. in meeting rooms.

Travelling to work

To minimise exposure during commuting physical distancing and good hygiene measures should be followed by staff members who use public transport. Guidelines will be provided to staff members.

Returning home from work

To prevent the possible spread of the Pandemic, guidelines including all necessary precautions essential workers should take on their return home from work will be provided to ensure they and their bubble are safe.

Protocols for suspected cases at work

Protocols for suspected cases will be developed in line with Ministry of Health advice for the Pandemic

Protocols for suspected cases not at work

Protocols for suspected cases not at work will be developed in line with Ministry of Health advice for the Pandemic.

Testing protocols and return to work procedures

Any suspected cases that undergo testing will be required to follow all guidelines provided to them by the testing centre in the case of a positive or negative test result. Return to work will be in line with these guidelines.

Travel and Transport arrangements

At the highest alert levels regional and local travel will not be permitted by any staff member. At the lower alert levels where travel is permitted staff members are asked to ensure any site they visit has a Pandemic plan consistent with the Sweet Justice Ltd plan. For example, hand sanitiser or other appropriate PPE should be available. A contact tracing plan should also be in place.

Wellbeing

Support tools such as the Employee Assistance Programme (EAP) will be made accessible to all staff. Staff will be encouraged to stay in contact and be aware of what is happening in the organization.

Section 16 - Documentation/records

Documents management

The following minimum documentation should be maintained:

Trusts:

- A reference copy of the Health and Safety Management Plan
- Trust meeting minutes showing Health and Safety discussions

Shops:

- Health and Safety Management Plan in shops, accessible by all staff, contractors and visitors.
- **TRUST Accident-Incident-Near Miss Report (Form 8.2)** maintained and retained in the Shop Office File.
- Induction forms, training records, certificates, etc. in shop records
- Health and Safety File maintained and held in Shop Office File containing:
 - Trust meeting minutes showing Health and Safety discussions
 - Records of Safety Inspections
 - Safety Training Requirements Records
 - Hazard/Risk Identification and Assessment Records
 - Hazard/Risk Register Reviews
 - Accident/Incident/Near Miss Reports
 - General Health and Safety Memorandums, Notices, etc.
 - Completed Notifiable Works forms to WorkSafe NZ. (if relevant)
 - Completed Contractor forms (if relevant)
 - Completed contractor and subcontractor files (if relevant)
 - Copies of all external correspondence dealing with Health and Safety
 - Records of service from external sources (consultants, maintenance contracts, etc.)
 - Summaries of statistics pertinent to the management of the Shop/Trust Health and Safety programme
 - Results of the Annual Health and Safety Programme Annual Review
 - Monthly summaries and six-monthly reviews of the injury and incident data used to assess trends

A more detailed tracking of Health and Safety forms is provided in the table entitled “Trust Health and Safety document List” in this section.

Trust Health & Safety document list

Manual Section	Document Number	Document Title	Records Management (TAI use only)
1	1.1	TRUST Health and Safety Policy Statement	V7
2	2.1	TRUST Manager Health and Safety Policy Acceptance	V7
	2.2	TRUSTS Staff/Volunteer Health and Safety Induction and Policy Acceptance	V7
3	3.1	TRUSTS Health and Safety Management Plan Annual Review	V7
4	4.1	TRUST Shop Hazard Register	V7
	4.2	TRUST Shop Hazard Identification Worksheet	V7
5	5.1	TRUST Shop Safety Audit	V7
6	6.1	TRUST Shop New Equipment Form	V7
7	7.1	TRUST Shop Safe Operating Procedures	V7
8	8.1	TRUST Shop Incident and First Aid Register	V7
	8.2	TRUST Accident-Incident-Near Miss Report	V7
9	9.1	TRUST Emergency Response plan for Trade Aid Shops	V7
10	10.1	TRUST Contractor Prequalification Survey	V7
	10.2	TRUST Preferred Contractors Register	V7
	10.3	TRUST Contractors Acknowledgement of Duties	V7
	10.4	TRUST Contractors Induction	V7
	10.5	TRUST Post Contract H&S Performance	V7
11	11.1	TRUSTS Pandemic Operational Policy Template	V7
	11.2	TRUSTS Pandemic Cleaning Record	V7
12	12.1	Shop Manager Responsibilities	V7
	12.2	Trust Responsibilities	V7

Section 17 - Health and safety management plan: revision

Changes to the Health and Safety Management Plan can be made as follows:

A: Document Issue / Re-issue: - This will initially be issued from Trade Aid Importers Head Office and re-issue will occur only infrequently when substantial changes to the document are considered necessary. Each re-issue will be given a Version Number.

This Manual is Version 7

B: Revisions: - Revisions are controlled and carried out by Trade Aid Importers and would normally arise from local operating circumstances.

Revision sheet

Section	Current revision no	Date
1	7	April 2023
2	7	April 2023
3	7	April 2023
4	7	April 2023
5	7	April 2023
6	7	April 2023
7	7	April 2023
8	7	April 2023
9	7	April 2023
10	7	April 2023
11	7	April 2023
12	7	April 2023
13	7	April 2023
14	7	April 2023
15	7	April 2023
16	7	April 2023

APPENDIX 1

Drug and Alcohol policy

1. Drug and alcohol impairment is a hazard in the workplace that can result in harm to the individual/s involved, others around them, the business and society in general.
2. Workers are required to be drug and alcohol free at all times while on duty. Workers must not attend work under the influence of alcohol or drugs.
3. The manager may stand down a worker (without loss of normal wages) if the manager believes the worker may be impaired by drugs or alcohol and could cause harm to themselves, others or Trade Aid Importers. The worker may later be required to attend a counselling session to review the situation or to submit to a drug and / or alcohol screening test, administered by a competent person.
4. The manager may require a contractor to leave the site immediately if the manager believes the contractor may be impaired by drugs or alcohol and could cause harm to themselves, others or Trade Aid Importers. A disciplinary response as set out in the 'Disciplinary Matters' section may be initiated.
5. If the company, employer or manager discovers that the worker has returned a non-negative test result that contravenes this policy, the company, employer or manager may require the worker to attend counselling.
 - 5.1** The worker's continued employment may depend on the worker attending professional counselling and submitting to ongoing screening.
 - 5.2** A second non-negative screening test will result in the offer of further professional counselling and submitting to ongoing screening.
 - 5.3** A third non-negative result will result in termination of employment.

Medications

Any worker taking medication, whether or not prescribed by a medical practitioner, known to possibly impair the ability to work safely and productively (for example, impaired co-ordination concentration, fatigue or drowsiness) must advise their manager or supervisor before carrying out work duties.

1. The manager or supervisor will decide whether the worker can remain at work or whether a temporary transfer to other duties or work restrictions is required.
2. If in doubt about the possible side effects of medication, the worker must discuss those with a medical practitioner.

Drug and alcohol testing

1. The employer may require a worker to undergo alcohol and drug testing in the following circumstances
 - 1.1** Workers in safety-sensitive positions undergo unannounced, random alcohol and drug testing
 - 1.2** Applicants for safety-sensitive positions undergo a medical examination by a medical practitioner appointed by the employer. The examination includes testing for alcohol and drugs, a pre-requisite to being considered for the position.
 - 1.3** Workers may be tested for alcohol and drugs after a significant work injury, incident or near-miss, or when reasonable cause exists to suspect alcohol or drug use.
2. If the worker is absent from work in circumstances that give the employer reasonable cause to suspect that the absence is due to misuse of alcohol or drugs, the employer may require, as a condition of returning to work, that the worker undergo testing.

Safety sensitive positions

In this policy, a 'safety-sensitive position' means a position that:

- Has a key and direct role in work where impaired performance could result in injury to the worker, co-workers or visitors to the worker's premises, and
- Has no direct (or only limited) supervision available to provide frequent operational checks, and
- Includes any management or supervisory role where the person is required to make decisions on matters involving the safety of others

Further provisions relating to applicants for safety-sensitive positions:

- In addition to the requirements listed above, an applicant for a safety-sensitive position must provide a signed acknowledgement that they have read and understood the policy and will comply with it
- An applicant for a safety-sensitive position who is already a worker but who is excluded from consideration because of testing positive or declining to sign an acknowledgement, is entitled to remain in their current role without any disciplinary consequences.

Suspension from work

A worker may be suspended from work on full pay pending the result of the test.

Testing is for work-related safety purposes only.

The employer will only require a test to be carried out to determine the presence of drugs or alcohol in relation to workplace safety.

Random testing

1. Where random testing is to be carried out, a random sample of workers will be selected electronically by an independent agency contracted by the employer.
2. The workers selected will be notified of their selection to take part in the testing, and will be supervised between the time of notification and the test.
3. If the initial test is negative, the worker will be informed and free to return to work duties.
4. If the initial test has been conducted on site and returns a 'non-negative result', the sample will be separated into two samples and sent to an accredited laboratory for confirmatory testing in accordance with AS/NZS 4308-2008. The worker will be asked to read, date and sign a chain-of-custody statement confirming that the sample is their own and had not been altered at the time of collection. A drug concentration at or above the confirmatory cut-off concentrations of AS/NZS 4308-2008 is a positive test result.
 - 4.1** Any positive result will be communicated by the laboratory to the employer's medical advisor who will advise the employer of the result and provide any clarification or interpretation needed.
 - 4.2** The manager will inform the worker of a positive result and the potential disciplinary consequences.
 - 4.3** The worker may then be suspended from duty on full pay, pending a review of the results in terms of the split sample process.
 - 4.4** If the result is confirmed as positive, the worker will remain suspended from duty until a specialist assessment (if any) and a disciplinary interview.

Positive tests and obstructing a testing process

A worker who, without reasonable justification obstructs the carrying out an alcohol or drug tests is in breach of this policy and subject to disciplinary action including termination of employment. In this clause, 'obstructs' includes:

- refusal to undergo a test
- refusal to sign a form of consent
- tampering or attempting to interfere with a sample
- unreasonably delaying the testing process

Medical specialist assessment may be requested

1. Either the employer or the worker may choose to have the worker examined by a medical specialist to find out if:
 - 1.1** there is a medical explanation for the positive result
 - 1.2** rehabilitation options are open, whether alongside or in place of disciplinary action
2. Where a choice is made (as above):
 - 2.1** the medical specialist will be an independent doctor who is specified by the employer, but the costs will be met by the employer.
 - 2.2** any specialist medical advice relating to rehabilitation options will be without prejudice to the employers right to proceed against the worker under its disciplinary code.
 - 2.3** the worker may ask the medical practitioner not to disclose to the employer any aspect of their medical history that is unrelated to the positive test

Consumption outside work hours

Workers must limit their consumption before coming to work so that there is no alcohol in excess of the permissible limit in their body while they are at work.

Disciplinary matters for code of conduct breaches

1. All situations that may lead to disciplinary processing will be thoroughly and fairly investigated before action is taken.
2. Where misconduct or non-compliance with our policies or the Code of Conduct has occurred and the manager considers a worker or contractor is at fault, the company will apply a fair and supportive approach using a range of responses. If the breach is considered to be serious misconduct, the response may be more stringent.

2.1 Counselling

The purpose of counselling is to clarify the cause of the breach or non-compliance; to recognise what changes need to be made by both parties; and then to agree on future actions. The meeting outcome will be recorded.

2.2 Formal warning

Where repeat or serious misconduct has occurred, a counselling session will be called for. It may conclude with a warning that continued non-compliance by the worker or contractor may lead to termination of employment or contract, as applicable. The warning will be formally documented in the worker's or contractor's record and will be in place for a stipulated period of time.

2.3 Potential dismissal or termination of contract

This will become a consideration if:

2.3.1 repeat misconduct or non-compliance has occurred