

# OCCUPATIONAL SAFETY AND HEALTH POLICY

Taratahi Agricultural Training Centre QMS Component			
Category:	Structure	Policy Number:	QMS 18
Title:	OSH Policy	Date Approved:	05 <sup>th</sup> June 2003
Prepared by:	Operations Manager	Date of Last Revision:	21 <sup>st</sup> May 2010
Authorised by:	Taratahi Board	Next Review Date:	June 2010

## 1. PURPOSE

Taratahi recognises that it has statutory obligations under the Health and Safety in Employment Act 1992 to provide a safe and healthy environment for its employees, students, contractors and the public. This policy aims to ensure that the obligations of the Act are met.

## 2. ORGANISATIONAL SCOPE

This is an organisational policy.

## 3. DEFINITIONS

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Accident:	An event that causes any person to be harmed.
Contractor:	A person engaged by Taratahi to do any work for gain or reward under a Contract for Services.
Employee	means a person employed by any other person to do any work (other than residential work) for hire or reward and, in relation to any employer, means an employee of the employer. (Includes part-time, casual, temporary employees)
Harm:	Means illness, injury or both.
Hazard:	An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that is an actual or potential cause or source of harm, and "hazardous" has a corresponding meaning.
Healthy:	Means unharmed; and health has a corresponding meaning.
Incident:	Any event that causes or could have caused harm to any person.
Safe:	In relation to a person, means not exposed to any hazards; and in every other case, means free from hazards.
All practicable steps	in relation to achieving any result in any circumstances, means all steps to achieve the result that it is reasonable practicable to take in the circumstances,

#### **4. RESPONSIBILITIES**

##### **The Corporate Services Manager**

- Appoints the Health & Safety Coordinator
- Manages the Health and Safety Coordinator to ensure the Health and Safety policies and procedures have been carried out

##### **The Health and Safety Coordinator**

- Has overall responsibility for the effective running of the Health and Safety Management System as outlined in the H&S Manual
- Convenes a Health and Safety Committee.
- Coordinates Health and Safety training and induction for employees and contractors
- Ensures the Health and Safety policies are implemented
- Informs the CEO and senior management on matters regarding safety and health issues when requested.
- Develops, implements, and reviews safety and health systems, policies and procedures.
- Acts on recommendations made by employees, to manage safety and health
- Investigates all serious harm accidents.
- Develops maintenance procedures for identified potential or existing hazards
- Develops and maintains procedures for emergency situations eg fire, gas leak, chemical spill
- Ensures approved contractors undertaking work on Taratahi property are following the correct procedures

##### **All Staff**

- Comply with Taratahi's H&S Policy and Manual

#### **5. THE PROCEDURE**

##### **5.1. Obligations**

It is the expectation of the CEO that employees, contractors, students and visitors at Taratahi will:

- take all practicable steps at work to ensure that they do not cause any harm to themselves or others..
- familiarise themselves with Taratahi's health and safety rules and procedures and that safety procedures are followed at all times.
- comply with safety requirements for identified hazards in all activities or work undertaken on campus

- correctly use any safety equipment required or prescribed by industry standards. If staff do not comply with the rules and procedures, disciplinary action may be taken
- immediately report any hazard, work-related accident, incident or illness to management and complete any required paperwork. Inform the Health and Safety Coordinator when such an incident occurs
- report a concern in regard to their safety or the safety of others immediately to Management or the H&S Coordinator who will take all practicable steps to provide a safe environment.
- submit to random testing for non-prescribed drugs, stimulants and alcohol.

**5.2. Hazard and task management**

Hazards and Tasks will be identified, managed and analysed as outlined in the H&S manual. This is ongoing and includes the management of inward goods, services and the disposal of toxic or dangerous goods.

**5.3. Communication, training and supervision for employees**

The Health and Safety Coordinator is responsible for their own training and professional development as well as the training for all staff including new staff in matters relating to health and safety. They will administer a Health and Safety Committee to ensure that ongoing training occurs for all employees. These duties are outlined in full in the H&S manual. Communication between all parties on matters related to Health and Safety is also the responsibility of the Health and Safety Coordinator.

**5.4. Accident reporting, recording, management, investigation and rehabilitation**

For every situation where harm was caused, or may have been caused a reporting and recording system will be maintained as outlined in the H&S manual. In addition to this register a First Aid register will also be maintained for minor injuries.

The management of an accident is handled by staff using the guidelines set down in the H&S manual

**5.5. Contractors**

All contractors must meet the requirements and standards set down in the H&S manual.

**5.6. Personal Protective Equipment (PPE)**

Taratahi will provide adequate Protective Equipment in line with best practice and Health and Safety Standards. The use of PPE is mandatory as set out in the H&S manual and in the Student Handbooks. Failure to comply will result in disciplinary action. Taratahi will monitor the effectiveness of the equipment and replace where necessary.

**5.7. Safe workplaces promotion and Essential Systems**

First Aid Education and Hazard awareness is offered to all staff and students. First Aid equipment is available in all vehicles, with all chainsaws and in major farm and hostel buildings.

Where systems are required to be identified and set up to ensure ongoing safety for staff and students the Health and Safety Coordinator will work with relevant staff to establish systems, strategies and maintenance programmes.

**5.8. Drugs and illegal substances**

Drugs, stimulants and alcohol create a health and safety risk. Management of these substances is covered in the H&S manual and the Drug and Alcohol Policy

**5.9. Student Safety**

- Taratahi will liaise with students, farmers and work experience destinations to ensure the rights of all parties are clear regarding the responsibilities and liabilities surrounding health and safety.
- Relevant documents will be completed for any trips undertaken where the student remains under the care of Taratahi as set down by the H&S manual and Appendix A(RAM report)
- Safety information, including emergency evacuation, for students and visitors is outlined during orientation.
- Safety information is displayed to all students in the relevant areas as outlined in the Emergency Procedure Policy
- Emergency situation management is covered in the Emergency Procedure Policy

**5.10. Visitor and Volunteers**

All visitors must be accounted for on Taratahi property. The Health and Safety Coordinator along with management will put in place systems to ensure visitors and volunteers are accounted for and informed regarding health and safety as set out in the H&S manual.

**5.11. OSH Inspection, Review And Audits**

Inspections, reviews and audits of practices, procedures and management systems will be undertaken by informal/formal examination, review, or assessment to determine the effectiveness of policy and procedure.

**5.12. Measure Of Effectiveness**

The Health and safety Coordinator will work towards ongoing improvement through regular reviews, evaluations and consultation with all parties at Taratahi. The Health and Safety Coordinator will report to and meet regularly to senior management to discuss issues that arise in relation to health and safety. Management will then take all practicable steps to ensure the safety of employees, contractors, students and visitors

**TRIP / FIELD TRIP RISK ASSESSMENT & MANAGEMENT (RAM) PLAN**  
**To accompany Field Trip Communication Plan if contact details are not held on file.**

Field Trip Description		Date
Description Identified Hazards	Hazard Management	
<b>Environment</b> Assess the physical environments you will encounter and ability to manage the hazards.		
<b>Social/Cultural Consideration</b> Dangers posed by people you may encounter? What codes of conduct and ethics are required. What cultural factors need to be prepared for so as not to cause offence?		
<b>Expected Conditions</b> Consider weather, tides, daylight hours, and other external conditions that may change the safety of the environment and activities being undertaken.		

**Equipment**

Does equipment pose a danger to users or others? Are users skilled in operation of safety equipment?  
Does a H&S policy already exist relating to the equipment?

**Activities**

Can the planned activities be performed safely in the environment and conditions without posing a danger to participants or others? Is there any specialised training, guidance or equipment needed to perform the activities safely?

**Participants**

Is there a suitable staff/student ratio? What special medical conditions need to be managed and how will they be managed? Are there adequate numbers of first aid kits and qualified participants?

**Transport**

Is the mode of transport safe?  
Is the route safe (consider road/offroad conditions)? Can all the participants be transported legally and safely?

Signed by Researcher/Field  
Trip Supervisor \_\_\_\_\_

Date \_\_\_\_\_