



Multicultural
Whangarei

37 Bank Street, Civic Arcade, Whangarei 0110 | 09 430-0571

HEALTH, WELLBEING AND SAFETY MANUAL

Current review date: _____

Approved by / Date: _____

Signature: _____

Next review date: _____

Table of Contents

| | | |
|-----|---|----|
| 1. | Health, Wellbeing and Safety Policy..... | 1 |
| 2. | Planning, Review, and Evaluation..... | 3 |
| 3. | Wellbeing and Support..... | 3 |
| 4. | Hazard Management..... | 5 |
| 5. | Information & Training..... | 5 |
| 6. | Accident / Incident systems..... | 6 |
| 7. | Emergency Readiness | 7 |
| 8. | Health & Safety at Community Events | 10 |
| 9. | Community HUB Signages | 12 |
| 10. | Appendices | 16 |

Multicultural Whangārei is committed to making this workplace safe and healthy.

1. Health, Wellbeing and Safety Policy

Our Commitment to You

Multicultural Whangārei has an overall objective of ensuring everyone goes home safe from their working environment.

Multicultural Whangārei Governance and Management have overlapping duties and responsibility to ensure our workplace to have a positive and healthy culture. To achieve that our workplace policies, practices, and environments are designed with your health and wellbeing in mind. This policy applies to all employees at our workplace, and to anyone who comes into our workplace. The policy outlines the duties of management and employees.

Multicultural Whangārei has a responsibility to ensure good workplace Health, Wellbeing and Safety systems are in place, and that responsibilities and duties under the Health and Safety at Work Act 2015 are met. All practicable steps will be taken to, avoid incident or serious harm in the workplace, identify and manage hazards and wellbeing.

Nga Kaiwhakahaere regularly reports to the Governance. These reports will include any close calls and Incident/s reports along with activities/initiatives undertaken to eliminate, isolate and minimise hazards.

We ensure all restricted areas are clearly sign-posted to protect visitors and contractors. All visitors must sign in using VisTab electronic registration tablet.

We have overall responsibility to keep you safe while you are visiting our organisation.

- Comply with all legal requirements relating to Health, Wellbeing and Safety by ensuring requirements are fully identified and procedures are in place to allow all employees and volunteers to meet their obligations.
- Provide adequate budget for the management of Health, Wellbeing and Safety including training and equipment.
- Make sure that Health, Wellbeing and Safety policy and procedures are incorporated into all training standards and that equipment purchased meets the required standard.
- Ensure that all employees and volunteers receive an appropriate level of training regarding Health, Wellbeing and Safety.
- Participate in the investigation of close calls, incidents, or serious accidents, and make sure procedures are in place to prevent a recurrence.
- Ensure there are procedures for accurate reporting and recording of all accidents and 'near misses.'
- Promote and support active participation of employees and volunteers in Health, Wellbeing and Safety matters and keep the lines of communication open for all employees and volunteers to provide feedback and suggestions.
- Implement Health, Wellbeing and Safety procedures. This includes ensuring:
 - All employees and volunteers are aware of Health, Wellbeing and Safety policy and procedures.
 - All hazards are identified, eliminated, and minimised.
 - All incidents are reported and investigated thoroughly and promptly.
 - All emergency plans are in place.

All Employees and Volunteers will:

- Look after their own Health, Wellbeing and Safety and take care not to do anything which may harm anyone else.
- Follow all the established procedures and good housekeeping practices.
- Actively participate in hazard management and communicate any issues to the Health and Safety Representative and Nga Kaiwhakahaere.
- Report all accidents including 'near misses' immediately.

Documentation

- All aspects of the Health, Wellbeing and Safety policy and procedures will be thoroughly and clearly documented to ensure consistent application throughout operations.
- The Nga Kaiwhakahaere will control all Health, Wellbeing and Safety documentation including this policy, hazards register, incident register, induction programme and health and safety notice for the beginning of each event or meeting.

Health, Wellbeing and Safety procedures

Multicultural Whangārei will have procedures in place for dealing with emergencies.

- Our environment will be kept clean and hygienic.
- Our offices will be well-lit and organised so that employees, volunteers, and visitors can move about safely.
- Our environment is well-ventilated, and atmospheric conditions such as temperature and humidity arising from work are controlled.
- Any work equipment an employee, volunteer or visitor might use are arranged, designed, made, and maintained to minimise the risk of injury.
- Employees and volunteers are not exposed to hazards when dealing with, using, or transporting anything at, or near, a worksite under Multicultural Whangārei control.
- Employees and volunteers will be provided with good seats and desks.

Health and safety representative

- The Multicultural Whangārei Nga Kaiwhakahaere are currently the designated Health and Safety representative.
- The role of the Health and Safety representative is to foster positive health and safety management practices in any place that we work.
- The Health & Safety representative will work with the employees and volunteers to identify any risk and to manage these risks, and to promote the interests of employees in a health and safety context.
- Nga Kaiwhakahaere will keep records of any work injury or illnesses that have occurred.
- Nga Kaiwhakahaere will ensure that every incident that caused harm, or could have caused harm, to an employee or anyone else in a location that Multicultural Whangārei controls, is recorded.
- Nga Kaiwhakahaere will report to WorkSafe New Zealand any notifiable events, including any notifiable illness or injuries to an employee or anyone else on the worksite as a result of a work hazard, or any fatality whether work-related or not. See Clauses 23, 24 and 25 of the Health and Safety at Work Act 2015 for the definition of "Notifiable Events", "Notifiable Illness or Injury" or "Notifiable Incidents".
- Any Notifiable Events will be reported to the Governance Committee.

Safety expectations - ‘the way we do things around here’.

Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer (such as counselling, re-training)
- make sure you know the required behaviour expected from now on
- take disciplinary action if necessary

Health, Wellbeing & Safety Annual – WOF

Once a year Multicultural Whangārei works with employees alongside Nga Kaiwhakahaere to set the company’s health and safety objectives, which are then listed in our Annual Health and Safety Plan (Appendix A).

Nga Kaiwhakahaere allocates responsibilities to ensure these objectives are met. Each year, management and employees review the outcomes to ensure the objectives have been achieved. If not, management and employees take corrective action to ensure the objectives will be met.

Employees with work-related injuries

If an employee suffers any injury at work, they must report it to their Nga Kaiwhakahaere as soon as possible and record it in the accident register.

If they require medical assistance, the doctor or hospital will complete an ACC 45 Form found on www.acc.co.nz.

Alternative duties may be allocated until the injured employee is fit to return to their normal duties. In addition, the injured employee may be able to get extra assistance. All these options should be discussed by the organisation, the employee, their ACC case manager and medical provider as required.

Return to work

In the event of work-related injury or illness we ensure our employees receive appropriate medical treatment and assessment as quickly as possible. Nga Kaiwhakahaere is responsible for establishing and maintaining early contact with all injured or ill employees, regardless of whether it is a work-related injury or not.

2. Planning, Review, and Evaluation

Audit, Inspection and Review

An annual Health, Wellbeing & Safety Policy and Procedures review will be undertaken by Nga Kaiwhakahaere to ensure this policy is implemented as planned, corrective actions are identified, and improvements made. The Nga Kaiwhakahaere will report to the Governance upon completion of this review.

The Health, Wellbeing & Safety Policy and Procedures will be regularly reviewed, revised, and updated by Nga Kaiwhakahaere to provide for new planned activities, changes to the organisation and ensure the system is achieving objectives. Health and Safety Review Checklist (Appendix B) to be dated and completed.

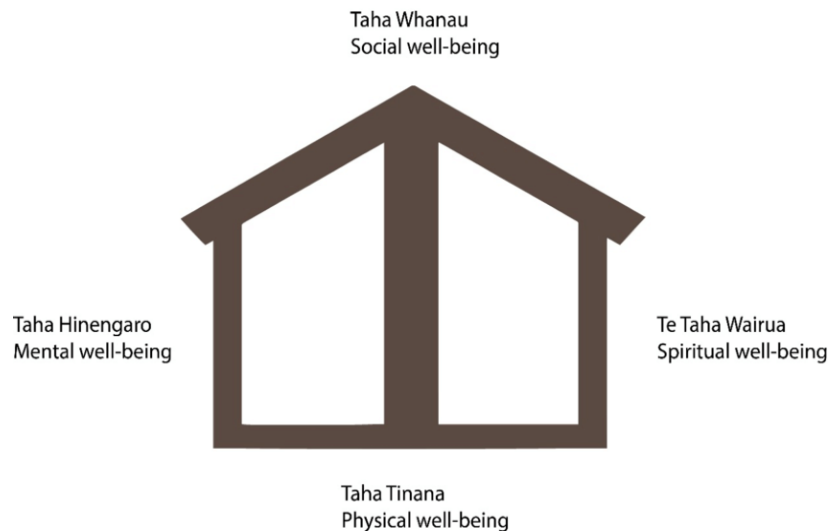
3. Wellbeing and Support

Te Whare Tapa Whā Health Model

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs. We model our wellbeing on Te Whare Tapa Whā (a four-sided house), looking at health and wellbeing

holistically. Each corner of a house must be strong to allow it to stand tall, just as it is with people. All aspects of our wellbeing must be in good health for us to stand strong.

- **Te taha whānau (family wellbeing)** - understanding the sense of as belonging to a broader social system, linking us to our past, the present, and the future, giving a sense of who we are.
- **Te taha tinana (physical wellbeing)** - is maintaining good physical health and explains that this element cannot be separated from the mind, spirit, and family.
- **Te taha hinengaro (mental wellbeing)** - an essential link in this holistic health model, focusing on self-awareness and how others perceive you, once again connecting mind and body.
- **Te taha wairua (spiritual wellbeing)** - is the spiritual element of the health model; this cornerstone is the core of the person's life force, determining who and what is embraced, the past, present, and future.



*Māori health model Whare Tapa Whā,
originally designed by Sir Mason Durie
in 1982 (O'Sullivan, 2019)*

Wellbeing & Support Procedures

We encourage you to ask for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially. We will support you any way we can to find the support needed. Allow you time of work to deal with issues as set out in the sick leave section of your employment agreement.

We also encourage us to watch out for your colleagues who you suspect requires support especially if you strongly suspect they might harm themselves and needs help – or if you need help yourself.

We will train our Nga Kaiwhakahaere and other appropriate employees how to recognise and respond to employees who need support in our workplace for whatever is causing distress.

There is no place for any intimidating behaviour such as bullying, sexual assessment and racism within the workplace. This behaviour can have long lasting effect on people, and it will not be tolerated. This type of behaviour is treated as a serious breach of Multicultural Whangārei Health, Wellbeing and Safety policy. If you believe you have been a victim to such treatment or you are seeking help because you believe you may have caused some harm, please see Nga Kaiwhakahaere for support. We will support you to fill out an Accident/Incident/Near Miss Form (Appendix C) and will fully investigate the incident.

In the event that you witness serious wrongdoing in the workplace that you believe is true or likely to be true we support and encourage you to report this to Nga Kaiwhakahaere who will follow their own investigation without naming their source unless otherwise instructed by yourself. People who report serious wrongdoing in the workplace can be protected by the Protected Disclosures Act 2000.

4. Hazard Management

Multicultural Whangārei is required to regularly assess, record, and review hazards, i.e., any potential or actual source of harm whether it is a process, the location, a situation, equipment, or a person's behaviour, with the input of employees. This task is designated to the Nga Kaiwhakahaere. If there is a significant worksite hazard that cannot be removed (i.e., eliminated), Multicultural Whangārei will take all reasonable steps to minimise the likelihood of the hazard causing harm by:

- Substituting with something safer or reduce the hazard quantity
- Isolate the hazard from people
- Provide administrative control of the hazard including procedures, training signage and warnings
- To avoid doubt, a person required by this Act to take all practicable steps is required to take those steps only in respect of circumstances that the person knows or ought reasonably to know about.

Hazard identification

Methods used for identifying hazards

We use several methods to identify hazards:

- Workplace inspections
- Task or job analysis
- Safety observation
- Accident, incident, or near-miss investigation
- Area analysis
- Injury data analysis
- Employee feedback
- Listed on the Hazard ID form

Management committee will have overall responsibility by ensuring hazards have been fully identified and procedures are in place to allow all employees to meet their obligations. However, it is also the employee's responsibility to identify and eliminate hazards in the workplace as well. All who enter the workplace must take all reasonable step to keep themselves and others around them safe. If an accident/instinct were to occur it must be immediate reported to management.

All employees are responsible to report hazards immediately they become aware of them by completing a Hazard Reporting Form (Appendix D).

Multicultural Whangārei Hazard Register is Appendix E in this document. We list all identified hazards on our hazard register. This document is readily available to all employees and must be viewed at all inductions to Multicultural Whangārei. This document is reviewed annually by management.

It is important to ensuring employees and volunteers are fully involved, trained, supervised, and have adequate information. This includes all appropriate training.

5. Information & Training

We provide our employees and volunteers with health and safety information, training, and supervision to ensure they have the skills and knowledge to do their jobs safely. We check with our employees to ensure they have understood the information and training we provide. A check list is supplied to confirm the employee has been fully trained and inducted. Induction Checklist (Appendix F) must be completed, kept, and reviewed annually.

Access to information

All appropriate information, signs, posters, and meeting minutes relating to health and safety are displayed. There is a hard copy of the Health and Safety manual held at reception and a saved copy is found in the shared drive called Policies and Procedures along with all the appropriate forms required.

Employee participation

We involve our employees and, in developing, agreeing, implementing, and maintaining an employee participation system.

Employee participation processes used

We use the following employee participation processes:

- We hold regular health and safety discussions at the weekly employees meetings with management and employees. This allows an opportunity to update any concerns that employees and volunteers may have during the week. All concerns will be noted in the meeting minutes and acted upon as decided by employees.
- We involve employees in our hazard management processes, which include:
 - identifying hazards regularly, especially when things have changed
 - recording the hazards in the hazard register
 - reporting back to employees about the decisions taken on controlling hazards, and the reasons for these decisions
 - providing training on hazard management.
- When new hazards have been identified and discussed these hazards are written in Hazard Register (Appendix F).

External Training

Criteria for using external trainers we consider the following:

- Provider's knowledge of the subject
- Proven competence of presenting training
- Training objectives
- Will Multicultural Whangārei specific needs be met
- Is it effective learning?
- Cost and time effective manner

Employee Safety Training Plan (Appendix G) is used for required training.

6. Accident / Incident systems

Reporting Procedures

1. All incidents are to be reported immediately to the Nga Kaiwhakahaere.
2. All incidents will be investigated to establish if further action is required to prevent recurrence.
3. All incidents are to be recorded in a file onsite at Multicultural Whangārei – Accident /Incident/Near Miss Register (Appendix H).
4. All Notifiable Events as defined in the Health and Safety at Work Act 2015 will be reported to the local Branch of WorkSafe as soon as possible after the occurrence and provide the department with written notice in the prescribed form within 7 days – using Accident/ Incident/Near Miss Form (Appendix C).

If an employee is off-site, the accident must be reported as soon as possible to Nga Kaiwhakahaere – for more information please refer to Health and Safety for Events.

7. Emergency Readiness

IN THE CASE OF EMERGENCY AND ACCIDENT

Stop, Think, Act! - Raise the alarm!

1. The priority in the event of an emergency is for the safety of all people present. The Multicultural Whangārei health and wellbeing representative is to check all rooms are clear of people asking anyone remaining to vacate. As follows:
 - Literacy Aotearoa
 - Meeting rooms
 - Dyslexia Plus
 - Epilepsy
 - Multiple Sclerosis
 - Volunteering Northland
 - Women's International Newcomer Group Social (WINGS)
 - Immigration Consultant
2. All people are to gather at corner **RUST AVE AND BANK STREET OUTSIDE THE BANK of NEW ZEALAND** where a role will be called to confirm all are safely out of the building.
3. The Multicultural Whangārei representative (Fire Warden) is responsible to take the VisTab registration tablet located in the Multicultural Whangārei office and the 'fire warden slash' is to be worn.
4. When safe call the emergency services **Dial 111 for Fire/ Police/ Ambulance** – give the following address **1ST FLOOR CIVIC ARCADE 37 BANK STREET WHANGĀREI CBD** - Do not hang up until told to do so by the emergency service.
5. Make sure someone is available to direct the emergency service to the scene.

In case of an earthquake

1. Move no more than a few steps.
2. Drop to the ground (to avoid falling).
3. Take cover under something strong, like a sturdy desk/table.
4. Keep away from windows and heavy furniture.
5. Hold onto it until the shaking stops.
6. Stay indoors until the shaking stops and you are sure it is safe to exit.
7. On exiting assemble at the lights on the corner of Bank Street and Cameron Street.

In the case of a Tsunami

1. In the case of a tsunami leave the building and begin to go to higher ground – your route to a safe location is opposite the Whangārei Primary School on Bank Street Whangārei Central
LOCATION: Whangārei District Council – Rust Ave – 09 430 4200
2. Advise Governance of damaged sustained.

In case of fire

1. Evacuate building immediately
2. Take the 'sign in' registration list if possible
3. Leave office doors open (for warden to check rooms)

4. Go directly to the lights on the corner of Rust Ave and Bank Street and reassemble
5. Follow instructions from the wardens and firefighters

In the case of an intruder

1. Lock the downstairs front door if possible.
2. Take the exit which leads to Bank Street if possible.
3. Lock yourself in your room if you are unable to leave the building.
4. **DO NOT** approach the intruder.

AFTER (when possible)

1. Turn off water, electricity, and gas as mains.
2. Conserve your water.
3. Treat injuries.
4. Get in touch with neighbours – they may need help.
5. When help is needed go to the nearest civil defence posted:

In the case of an injury

1. Stay calm and reassure the patient.
2. Immediately call for assistance.
3. Arrange provision of first aid.
4. Advise Nga Kaiwhakahaere.

Remember all accidents including 'near miss accidents must be reported so that they may be investigated. (It is a legal requirement in some cases). The Accident /Incident/Near Miss Form must be completed after all accidents (Appendix D).

In the case of a serious injury accident - Follow these procedures:

1. Stay calm.
2. Check for danger.
3. Arrange immediate first aid.
4. Call for assistance.
5. Stay with patient.
6. Do not attempt to move the injured person unless to prevent further injury.

Trained First Aiders Register (Appendix I) will be found at the back of this document – call for support from this list.

In the case of a Cardio-pulmonary resuscitation (CPR) Phone 111

1. Send for Help: Phone 111 and ask for an ambulance Airway.
2. Open airway, tilt head back Breathing: If not breathing normally start CPR.
3. Start CPR, 30 chest compressions, two breaths.
4. Defibrillate: Bank of New Zealand (BNZ) Corner Rust Ave and Bank Street – Ask someone to go to this location to collect the defibrillator. If you been trained in its use, attach an AED and follow the machine prompts (manager to complete): First aiders trained in CPR: Doctor: The medical centre is: To check for normal breathing.

Following the following procedures

- Tilt head back and raise chin forward
- Checking for normal breathing a. Look for movement b.

- Listen for breathing
- Feel for breath on your cheek
- If casualty is not breathing normally, turn on back, start CPR

CPR First

- Position hands in centre of chest, push down firmly and quickly 30 times.
Breathing: With head tilted back, pinch nose and seal your mouth over patient's mouth. **Blow twice into casualty's mouth.**
- **Take care if poisoning is suspected.** Make sure there is no residual poison in the mouth, consider mouth to nose resuscitation.
- **Chest Compressions:**
 - Push down on chest firmly and quickly 30 times.
 - Continue with two breaths and 30 pumps until help arrives.
 - Call, pump, blow **CALL Dial 111.**
 - PUMP Position hands in the centre of the chest.
 - Firmly push down five centimetres on the chest 30 times.
 - Blow, tilt head.
 - Lift chin.
 - Check breathing.
 - Give two breaths.
 - Continue with 30 pumps and two breaths until help arrives.
 - If reluctant to give mouth to mouth, continue with chest compressions.
 - CPR is needed if a patient has collapsed, is not responsive and is not breathing normally.
 - Casualties who have collapsed should be carefully assessed to decide what emergency care is needed.
 - Chest compressions are the most important part of CPR.
 - If for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions.

IMPORTANT CONTACT DETAILS AND INFORMATION

In the case of an emergency Dial 111 for Fire/ Police/ Ambulance

First Aid Kit is located at Support Coordinator office

Medical centre is Whangārei Hospital, Maunu Road, 09 430 4100

Poison Centre: 0800 764 766

Fire wardens Nga Kaiwhakahaere

Civil Defence warning signals refer to <https://www.civildefence.govt.nz/>

Nearest Civil Defence Post is Whangārei District Council, Rust Ave., 09 430 4200

Nearest Police Station is NZ Police Northland District Headquarters, Cameron Street, CBD, 09-430-4500

Local Radio Station is The Hits Whangārei 95.6, Robert Street, CBD

Serious accident scenes

If a person is seriously harmed while working, the scene must be left untouched until authorised by an inspector so it can be investigated.

This does not apply if:

- You need to save a life, prevent harm, or relieve the suffering of an injured person.
- You need to keep access open if it's part of an essential service or utility.
- You need to prevent serious damage or loss to property.
- If it is an accident that involves vehicles on a public highway.

Communicating Emergency Information

We have training, emergency drills, meetings, and signs to ensure all employees within the Community HUB are aware of our emergency plan and procedures.

- Number of first-aid personnel within Multicultural Whangārei there are currently 4 personnel
- List of wardens 1 personnel

Emergency drills

We carry out emergency drills at least once every year. We record these using the Records of Emergency Drill/Actual Evacuation Form (Appendix J).

8. Health & Safety at Community Events

All accidents and hazards at events must be reported immediately. **THERE ARE NO EXCEPTIONS.** Please use Accident/ Incident/Near Miss Form (Appendix C).

Commitment

Both the First Aid Kit and the Accident/Incident/Near Miss Form (Appendix H) is kept on sight with the Events coordinator. Multicultural Whangārei is committed to removing or reduce the risks to the health, safety, and welfare for all who attend the event including employees and volunteers. Multicultural Whangārei aims to ensure all activities are done safely.

Risk management

It is the responsibility of the Events coordinator to:

- Confirm the community event site meets building code specification
- Meet with a venue employees member to get the correct emergence procedures
- Confirm all 'exit' signs are correctly and clearly placed
- Trip hazard - no leads on the floor for public areas and all exits, taped or otherwise
- Trip hazard - leads taped to the floor of cable trays ok for performer access only areas
- Trip hazard - outdoor events all leads in public areas covered with approved cable trays
- Trip hazard - leads loose on the floor ok for technical employees access only areas
- Trip hazard - stair edges taped white for performer access only areas (stage stairs)
- Slip hazard - wet floor signs or cones and mopped up ASAP
- Kitchen hazard - Fire – gas top; Chemical – detergent; Burns – oven and stove tops

Emergency procedures

The following general emergency procedures apply.

1. All employees are expected to familiarise themselves with the location of all, emergency procedures, exit pathways, assembly points, alarm call point positions and firefighting equipment.
2. If the fire alarm system has been activated, then there is an emergency situation, and all persons should evacuate immediately.
3. In the event of an emergency whilst carrying out events at venues away from our premises or during an event, we must follow reasonable directions given by the venue's employees, fire wardens, security personnel or emergency services.
4. Assist mobility impaired persons where possible.
5. Proceed immediately to the designated assembly areas.
6. The buildings / areas may not be re-entered until the all clear is given by the fire warden or emergency service personnel.
7. If there is a fire, fight the fire only if it is safe to do so. Phone 111.

First Aid procedures

The following procedures apply when first aid is required:

1. All first aid accidents no matter how small must be reported to Nga Kaiwhakahaere.
2. Nga Kaiwhakahaere to report all accidents to Venue and Events employees.
3. Venues and events employees will complete a Multicultural Whangārei Accident Report and retain copies on file.
4. First Aid kit to be brought to all events and will be held with the Event Coordinator.
5. First aid trained employees /volunteer will be on site at all times.
6. Nga Kaiwhakahaere to report all accidents to Multicultural Whangārei Governance after the event.

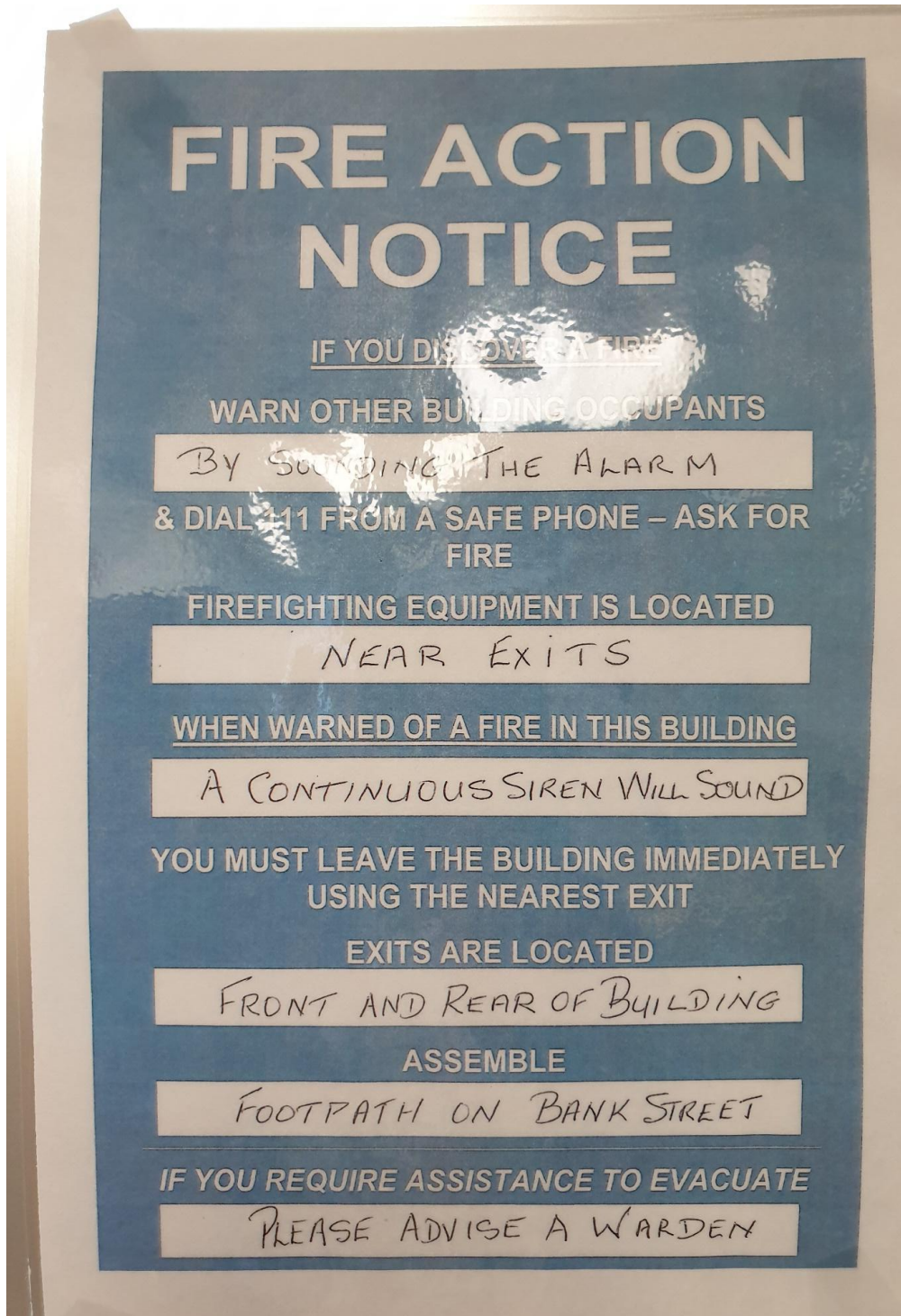
Crowd control

To ensure safety when large numbers of people are present at an event, the following guidelines should be assessed and applied as required:

1. Directional signage to be used.
2. Ensure all pathways are clear.
3. All employees to be briefed on the layout of the venue. Nature of the crowd and entry and exit procedures.
4. If security/police are required they are to be made aware of all Health and Safety procedures.

9. Community HUB Signages

The following signs are located around the Community HUB for further instructions.



Fire Action Notice

**FIRE AND EVACUATION INSTRUCTIONS
CIVIC ARCADE
37-41 BANK STREET**

1. If you discover a fire

Shout a Warning

Operate the nearest fire alarm

Ring Fire Brigade 111

If the fire is small and **you are confident you may be able to control it, use a hose or extinguisher, BUT only if it is safe to do so. Do not use liquids on Electrical fires.**

2. Continuous Alarm

On hearing the alarm, sound continuously, leave the building immediately and assemble :

On Bank Street Footpath to the left – providing this is a safe exit!

Alternatively using the REAR Tunnel should the **front exits be creating the emergency!**

DON'T Linger in rooms, passageways and stairways or immediately outside the exits.

DON'T Attempt to return to your workplace, if temporarily absent, to retrieve personal belongings

DON'T Run particularly on the stairways

DON'T Use the Lift

DON'T Return to the building until "ALL CLEAR" is given.

3. Emergency Exits from 1st floor

The main stairs leading to Civic Arcade (near Lift)

Stairs at Front leading direct to Bank Street.

Downstairs – use either exit out Auto Front Door to Bank Street or

Tunnel if this is the Safest way

**TENANTS
1ST FLOOR
FIRE EVACUATION CRITERIA**

DISABILITY REGISTER

A disability Register is for all disabled persons
(i.e. those who can not use the Stairs) to
complete when first arriving on site upstairs
and again when leaving the First Floor!

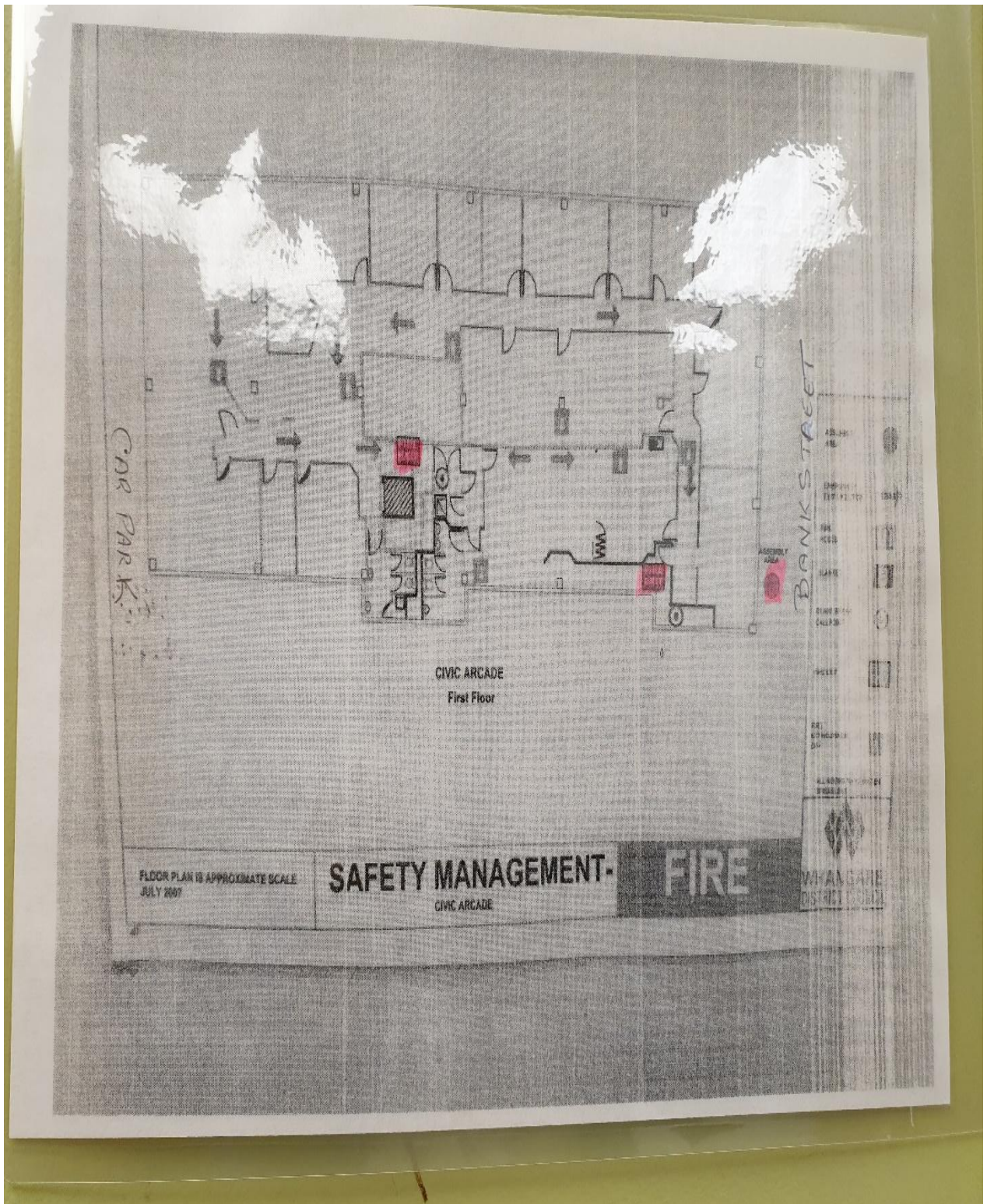
This is essential for the FIRE EVACUATION to be met.

Should the person be wheelchair bound and unable to exit the building with assistance

They should be left in their Wheelchair nearest the safest stairwell exit.

THE FIRE BRIGADE MUST BE NOTIFIED OF

THE SAID PERSONS EXACT WHEREABOUTS



Emergency Floor Plan

10. Appendices

Appendix A – Health and Safety Plan

Appendix B – Health and Safety Review Checklist

Appendix C – Accident / Incident / Near Miss Form

Appendix D – Hazard Reporting

Appendix E – Hazard Register

Appendix F – Induction Checklist

Appendix G – Employee Safety Training Plan

Appendix H – Accident / Incident / Near Miss Register

Appendix I – Trained First Aiders Register

Appendix J – Records of Emergency Drill / Actual Evacuation Form

HEALTH & SAFETY PLAN

| Objectives | Action plan | Responsible | Date |
|-------------------|--------------------|--------------------|-------------|
| Objective 1 | | | |
| Objective 2 | | | |
| Objective 3 | | | |
| Objective 4 | | | |

HEALTH AND SAFETY REVIEW CHECKLIST

| Details | Date | Initials |
|--|-------------|-----------------|
| Review all blank documentation on the HWS Document Register and update where necessary | | |
| Review the Induction Register to ensure all those who should be inducted have been | | |
| Check all those who should have been re-inducted have been | | |
| Review the register of documentation for Contractors and suppliers. Identify documentation that is more than 2 years old and request updated information if suppliers are still working for us | | |
| Review the Incident Register for repetitive issues and consider additional measures required | | |
| Prepare a report to the Committee outlining your findings | | |

Person completing review _____

Date Review completed _____

Date Report provided to Committee _____

ACCIDENT / INCIDENT / NEAR MISS FORM

| | |
|--|---|
| Date of incident: | |
| Time of incident: | |
| Place of incident: | |
| Person involved include contact details | |
| Reported by: include contact details | |
| Witnessed by: include contact details | |
| Details: | |
| Medical treatment | Was medical treatment provided? Yes / No / Refused If yes, where was treatment provided? On-site / Hospital / Doctor / other |
| Follow up Action: | |
| Signed: | |
| Print Name | |
| Role of Signatory | |
| Date of Signing | |

HAZARD REPORTING FORM

| | |
|--|---------|
| Work area: | Date: |
| What is the hazard? | |
| Where and how would contact with the hazard occur? | |
| Who comes into contact with the hazard? | |
| How often does contact occur? | |
| What harm would normally happen if someone comes into contact with the hazard? | |
| Suggested actions: | |
| Name: | Signed: |

HAZARD REGISTER

| Date completed | 1 July 2021 | | | | | | | | | | |
|------------------------------|---|---------------------|----|-----------|---------|----------|--|--|--|--------------|--------------|
| Worksite/Location | Multicultural Whangārei, 37 Bank Street, Civic Arcade | | | | | | | | | | |
| Hazards Identified | Potential Harm | Significant Hazard? | | Eliminate | Isolate | Minimise | Hazard Controls | Training or information required | Regular Checks of hazard controls in place | | |
| | | Yes | No | | | | | | Date Checked | Date Checked | Date Checked |
| jug by water | electrocution | * | | | | * | Keep electric cord short. Jug on a separate electric base | Sign by jug outlining hazard controls | | | |
| jug cord | hot water burn | * | | | | * | Keep electric cord short. Place jug as far back as possible from edge of bench | Sign by jug outlining hazard controls | | | |
| electric cords on the ground | trip | | * | | * | | Tape cords to furniture and carpet | Make employees and volunteers aware of the risk | | | |
| stairs | falls | | * | | * | * | Use of handrails, children supervised | Make parents aware they need to supervise their children while at the Centre | | | |
| photocopier | electrocution or pressure (children), paper cuts | | * | | | * | | Make parents aware they need to supervise their children while at the Centre | | | |

| | | | | | | | | | | | |
|---|----------------------------|---|---|--|---|---|--|--|--|--|--|
| guillotine cutter | cuts | | * | | * | | When not in use, keep the blade down | Make employees and volunteers aware of the risk | | | |
| knives and scissors | cuts | | * | | * | | When not in use, keep in drawers | Make parents aware they need to supervise their children while at the Centre | | | |
| shredder | Pinch, clipped | | * | | | * | Situate in safe location | Proper use of equipment, keep out of reach of children | | | |
| toaster, microwave | Electrocution, burns, fire | * | | | | * | Check cords, switch off after office hours | Proper use of kitchen equipment | | | |
| cleaning chemicals (dishwasher liquid, disinfectants) | poisoning | | * | | | * | | Place in cabinets, keep out of reach of children | | | |
| elevator | getting stuck, locked up | | * | | | * | Notice placed on door | Make employees and volunteers that is it only operational between 8am-4:30pm | | | |
| ladder | falls | | * | | | * | | Appropriate use of ladder, only when approved | | | |
| emergency stairwell leading to Bank St. are steep | falls | | * | | | * | | Remind employees and volunteers to be extra careful | | | |

Use this form for each worksite or location.

INDUCTION CHECKLIST

| Induction Process | Completed | Date Completed |
|---|-----------|----------------|
| Provided with access to our HWS policy | | |
| Read and explained HWS policy together | | |
| Discussed the Hazard Register and provided training required for Hazards | | |
| Discussed our procedure for dealing with Emergencies | | |
| Reviewed the Key meanings in the Health and Safety at Work Act 2015 | | |
| Discussed HWS processes for in house meetings | | |
| Discussed HWS processes for events | | |
| Explained information given to visitors to our Centre and the need to sign in and sign out | | |
| Provided with access to Contractors and Suppliers register | | |
| Read and explained Contractors and Suppliers Procedures | | |
| Provided with access to the Incident Register | | |
| Shown how to complete an Incident Report | | |
| Explained the importance of completing an Incident Report including relative to a near miss | | |
| Provided with access to our HWS Review register | | |
| Read and explained HWS review checklist | | |

Name of person being inducted _____

Role of person being inducted _____

Signature of person being inducted
(when induction completed) _____

Name of person completing induction _____

Role of person completing induction _____

Signature of person completing induction _____

Date HSW Induction completed _____

EMPLOYEE SAFETY TRAINING PLAN

| Employee | TRAINING REQUIRED | | |
|-----------------|-----------------------------------|--------------------------------|-------------------------------|
| | Specific training required | Planned completion date | Actual completion date |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

ACCIDENT / INCIDENT / NEAR MISS REGISTER

| Date of Incident | Time of Incident | Description | # of lost work days | Treatment required - onsite/doctor/hospital/other | Corrective Actions | Person responsible | Target date | Completion date | Signature of person completing |
|------------------|------------------|-------------|---------------------|---|--------------------|--------------------|-------------|-----------------|--------------------------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

TRAINED FIRST AIDERS REGISTER

| NAME OF FIRST AIDER | WORKSITE LOCATION | CPR QUALIFIED | FIRST AID CERTIFICATE EXPIRY | CONTACT NUMBER (IF APPLICABLE) |
|---------------------|------------------------------|-------------------------------------|------------------------------|--------------------------------|
| Suzzette Monroe | 37 Bank Street, Civic Arcade | <input checked="" type="checkbox"/> | 16/10/2022 | 09 430 0571 |
| Bridget Robertson | 37 Bank Street, Civic Arcade | <input checked="" type="checkbox"/> | 20/11/2022 | 09 430 0571 |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |

RECORDS OF EMERGENCY DRILL/ACTUAL EVACUATION

Date: _____

Time of alarm: _____

Time evacuation completed: _____

Time all clear: _____

| Area | Results | Action points | Responsibility |
|------|---------|---------------|----------------|
| | | | |

Signed:

Health and Safety Representative