

Your business name here

Health & Safety Plan



Date created:	
Created by:	
Review date:	
Reviewed by:	
Review date:	
Reviewed by:	

Policy Statement

State why health and safety is important in your business.

Read through the Legislation on the next page. 1 element from the health and safety legislation needs to be quoted in your workplace Health & Safety statement.

Health & Safety Statement

Reprint as at 1 October 2018



Health and Safety at Work Act 2015

Public Act	2015 No 70
Date of assent	4 September 2015
Commencement	see section 2

This Act is administered by the Ministry of Business, Innovation, and Employment.

The Health and Safety at Work Act 2015 (HSWA) is a critical part of 'Working Safer', the Government's blueprint for improving New Zealand's workplace health and safety system.

The HSWA replaces the Health and Safety in Employment Act 1992 (HSE), and while many aspects of HSWA are similar to the old legislation, the key emphasis is on everyone in the workplace being responsible for health and safety. The HSWA encourages a proactive approach to keeping people safe from harm. If there is a failure to put appropriate systems in place to identify potential harm and work collaboratively to keep people safe, then prosecution and penalties may be applied. This is the same as the 1992 Act however the penalties have significantly increased. The HSWA broadens the Primary Duty of Care. This defines the board, as a legal entity, obligation to do what is reasonably practicable to keep workers and others safe. Workers include, but are not limited to, employees, volunteer workers, contractors, student teachers and trainees

The main purpose of the HSWA is to provide a balanced framework for the health and safety of workers and workplaces by:

- protecting workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks arising from work
- providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues
- encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices and assisting PCBUs and workers to achieve a healthier and safer working environment
- promoting the provision of advice, information, education, and training in relation to work health and safety
- securing compliance with the Act through effective and appropriate compliance and enforcement measures
- ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under the Act
- providing a framework for continuous improvement and progressively higher standards of work health and safety

Electrical Safety & Hygiene

Clearly fill out all boxes in chart below, 4 examples required.

Electrical appliances will need to relate back to your workplace and industry.

Appliance	Safe handling during use	Hygiene	Maintenance	Risks Identified
Example: Crimping Iron	Dry hands to plug in/out. Avoid contact with client's scalps. Keep cords out of the way of feet. Do not use if appliance makes an unusual noise or has smoke or fumes coming out of it.	Wipe over with cloth and alcohol spray.	Check cords are not frayed, check casing is not cracked or broken; have tested and tagged yearly by a registered electrician.	Electrical shock danger and/ or burn damage to client and hairdresser

Substances (Including hazardous)

Clearly fill out all boxes in chart below, 4 examples required.

Substances and risks will need to relate back to your workplace and industry.

Substance	Safe handling procedures	Safe storage	Risks Identified
Example: Hairspray	Follow manufacturer's instructions. Keep away from heat and flames. Store in a cool, dark place.	Store in a cool, dry place. Out of reach of children	Do not spray onto the face

Work Processes

Clearly fill out all boxes in chart below.

Identify the concern and risk relevant to your workplace and how the subject could be avoided to prevent further issues from happening.

Subject	Processes & Prevention	Risks Identified
Musculoskeletal disorders More information is required in the example	Example: Wear comfortable, low heeled shoes.	Back, neck and shoulder problems.
Hygiene and infection control		
General housekeeping		
Stress and fatigue		
Skin Disorders		
Bullying & Harassment		
Slips, Trips & Falls		

Evacuation Procedures

The Procedure must relate to New Zealand emergency procedures.

The risks identified need to relate back to your work environment.

Emergency Type	Procedures	Follow-up	Risks identified
Fire	Raise the alarm. Evacuate the building-leave belongings. Call 111. Meet at..... Keep pavement outside clear for fire crew.	Check everyone present. Report to safety officer.	Get everyone out of the building. Ensure fire warden is alerted to anyone less able bodied or elderly
Earthquake			
Flood			
Gas leak			

First Aid Procedures

To manage emergencies in your workplace. Identify all the correct actions to the first aid issues. Clearly fill out the boxes in chart below.

First Aid Issues	Actions/Procedures
Cuts More information is required in the example	Protect yourself with gloves when helping someone else.
Burns	
Chemicals in eyes	
Poisoning	
Electric shock	
Sprains and bone breaks	
Anaphylactic reaction (Severe allergy)	
Loss of consciousness	

Health & Safety Responsibilities

Identify persons to report an accident, or occurrence in your workplace, who is responsible for the subjects below, and their responsibilities.

Fill in chart below.

Subject	Person Responsible	Responsibilities
First Aid <i>More information is required in the example</i>	Name:	Keeps first aid kit up to date.
Hazardous Substances		
Fire Warden		
Evacuation		
Health & Safety Information		
Health & Safety Up-dates		

Work Place Procedures

Procedures will relate to your work environment.

More information is required in the example

Procedure for Health & Safety Induction of New Staff

New staff are shown emergency exits.

Procedures for on-going information, support and training to ensure continuous improvement

Procedures for monitoring health & safety and review of procedures at least annually.