

# **Occupational Health and Safety Manual**

## **Section 1**

### **PCBU COMMITMENT TO SAFETY MANAGEMENT**

# PAVE-MARK LTD

## HEALTH AND SAFETY POLICY

Pave-Mark is committed to providing and maintaining an environment and system of work that is safe and without undue risk to workers and others who can be affected by our work. We will strive to protect workers from accidental harm and our property from accidental damage through consultation and a focus on continuous improvement.

It is our intention that people at all levels in our business shall be committed to achieving the highest standards of Health and Safety management throughout the organisation. To this end, all workers will be inducted to the Pave-Mark standard and it shall be reinforced to them that health and safety management is an integral part of our workplace and work practices. Workers will share in the benefits of maintaining a healthy and safe place of work. Maintaining safe working practices and reporting any unsafe acts or incidents shall demonstrate their commitment to safety.

Safety is everyone's responsibility. No one in this organisation should feel compelled to work unsafely.

We shall at all times ensure that:

- Risk and hazard identification and control procedures are operating throughout the workplace to prevent personal injury.
- Engagement with workers regarding health and safety management is valued and occurs regularly.
- All equipment is maintained in a serviceable state and any defect or fault is reported immediately.
- All workers are provided with the necessary support for the safe and structured return to work after an injury.
- All workers are provided with necessary instructions and adequate training.
- Personal protective equipment is provided as required and its safe use understood and encouraged.
- All reasonably practicable steps and precautions are taken to ensure the safety of any other person in our workplace.
- All operations in the workplace comply with the applicable, relevant health and safety statutory requirements.
- A comprehensive and up-to-date plan for all emergencies is in place.

Individual workers will meet their obligations to take all reasonably practicable steps to ensure their own and others health and safety, to comply with any reasonable instruction of Pave-Mark, and to cooperate with any reasonable policy or procedure of Pave-Mark in relation to health and safety in the workplace. Individual workers are encouraged to become actively involved in assisting management achieve a healthy and safe workplace.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Bernice Hodges – Co-Owner

This health and safety policy shall become effective from September 2019 and shall be reviewed two yearly.

### **MANAGEMENT RESPONSIBILITIES**

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The owners will exercise due diligence to:

- Acquire and keep up-to-date knowledge of work health and safety matters.
- Understand the nature of PAVE-MARK operations and the general hazards and risks associated with them.
- Provide appropriate resources and processes to eliminate or minimise the health and safety risks associated with the company's operations.
- Make sure the company has appropriate processes for receiving information on hazards, risks and incidents, evaluate that information, and respond in a timely way.
- Make sure there are processes in place so the company complies with its legal obligations.
- Verify appropriate resources and processes have been provided and are being used.

The owners will also:

- Identify tasks or areas which fail to comply with health and safety standards and initiate the appropriate corrective actions.
- Leading risk and hazard management.
- Ensuring all injuries/illnesses/incidents are accurately reported, recorded and investigated.
- Ensuring WorkSafe New Zealand is notified of any notifiable event in a timely manner.

During the course of work, the owners will:

- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Cooperating with all displayed rules, safety regulations, instructions, policies and procedures.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.