

# BLACK & WHITE PROPERTY MANAGEMENT LTD

## WORKPLACE HEALTH & SAFETY

The Health and Safety at Work Act 2015 requires that persons conducting a business or in control of workplace premises, identify and assess hazards, and implement control measures to minimise or eliminate risks to the health and safety of workers, self employed persons and members of the public. Control measures must be monitored for effectiveness on a regular basis.

We at Black and White Property Management Ltd are committed to the health and safety of all owners, tenants, contractors and any other members of the public.

Anyone contractor/tradesperson working onsite must not do anything that could potentially cause harm or damage to themselves or any other person using, accessing or moving around the building. They must ensure full compliance with their own company Health and Safety requirements and in addition, the following rules will apply.

Please note that where there is a conflict between the Health and Safety requirements of your own company and ours as Building Managers, then the Health and Safety Policy of Black and White Property Management Ltd will prevail.

### **ASSESSING WORKPLACE HEALTH AND SAFETY RISK**

The contractor/tradesperson agrees not to undertake any task without first assessing all Workplace Health and Safety Risks associated with the task. All work must be conducted in accordance with the Health and Safety at Work Act 2015 and associated regulations and Australian/New Zealand standards.

### **Electrical**

- Ensuring portable electrical equipment is of an industrial standard
- Ensuring Residual Current Devices are used with all electrical equipment
- Ensuring power leads are located to minimise the risk of damage and are kept out of puddles, and plugs are kept dry
- Ensuring extra protection for, or relocation of power leads occurs in areas of high traffic
- Ensuring portable electrical equipment and power leads are maintained in a safe working condition
- Ensuring double adapters, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for work purposes

#### ***Electrical Contractors please note :***

- Ensuring electrical installation is completed in accordance with AS/NZS 3000:2007 (SAA Wiring Rules), and are tested and connected in accordance with recognised procedures, using suitable testing equipment
- Ensuring all incomplete circuits are suitably terminated or isolated – where there is likelihood of those circuits being inadvertently energised, they must be tagged

### **Fire Control**

- Ensuring a fire extinguisher is supplied where flammable paints and or liquids are used or stored

### **First Aid**

- Ensuring the provision of first aid, which is adequate for the types of injuries which may occur while performing work

### **Guarding on Tools and Equipment**

- Ensuring guards are fitted and working effectively before tools and equipment are used

### **Hazardous Substances / Chemicals**

- Ensuring when using chemicals, the manufacturer's requirements are followed
- Ensure all hazardous substances on site are correctly stored and labelled
- All hazardous substances are to be handled in compliance with the Hazardous Substances and New Organisms Act 1996

### **Health and Safety Induction**

- Ensuring that employees who are unfamiliar with health and safety issues receive instructions on safe work procedures and practices

### **Insurance**

- Ensure that all necessary insurances are in place as required by legislation including Public Liability and Professional Indemnity – please provide copy of Certificate of Currency for all insurances

### **Ladders**

- Ensuring ladders are of an industrial standard and comply with and are used in accordance with AS/NZS 1892.5-2000 – Portable ladders, and the Health and Safety at Work Act 2015
- Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the ladder becoming unstable
- Ensuring attention is given to base stability, particularly on soft or uneven soils
- Ensuring domestic type ladders are not used and ladders are in a sound working condition – For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition

### **Licenses**

- Ensuring appropriate licences and certificates of competency are held where required in the performance of any work (For example, an explosive powered tool certificate)

### **Lighting**

- Providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely

## **Maintenance and Use of Equipment**

- Ensuring equipment is adequately maintained and used in accordance with the manufacturer's instructions (for example, power tools)

## **Manual Handling**

- Encouraging and using good manual handling techniques. For Example;
  - When bending or fitting, try to vary duties or change posture
  - When bending to lift objects, try to maintain an inclined back and bent knees to a semi-squat where your feet are stable on the ground and you assume a power lifter stance
  - When lifting awkward and heavy items, use mechanical aids
- Where this is not possible, consider team lifting where people are trained

## **Material Handling and Storage**

- Ensuring materials and equipment are stored on site in a manner that does not cause injury or illness
- Indicating where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials are used and the order in which they are used
- Not permitting smoking where flammable materials are stored
- Ensure the manufacturer's requirements regarding the handlings and storage of materials are followed

## **Other Persons**

- Ensuring that my/our work does not create health and safety risks for the other workers and the public

## **Personal Protective Equipment (PPE)**

- Ensuring PPE is used in accordance with the relevant codes of practice for the type of kind of work being engaged in, or in accordance with best practice standards where no relevant code of practice exists
- Providing and ensuring the use of items of PPE where it is not practicable (reasonable) to control risk of injury by other means
- Ensuring helmets are worn when there is a risk of injury to the head, for example when working underneath other trades
- Ensuring appropriate protective footwear is used
- Ensuring that where hazards are created by particular activities, risks are controlled by ensuring the use of PPE or by some other means

## **Plant, Cranes and Machines**

- Ensuring the safety instructions of drivers or licenses operators of plant are followed

### **Protrusions**

- Protrusions include protruding nails, tie-down bolts, reinforcing rods and mesh, bars, steel, copper and plastic tubing, metal flashings, post tensioning cables etc
- Ensuring any protrusions created, are removed, bent over or guarded to eliminate or reduce risk of injury, where they are a hazard

### **Stability of Structure During Construction**

- De-stabilisation may be caused by weather, wind, subsidence, construction loads, live loads and the premature removal of temporary bracing or temporary propping
- Ensuring any structure being built remains stable during the construction process

### **Tidiness**

- Ensuring work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition
- Ensure that rubbish is disposed of in an appropriate manner

### **Training and Skill**

- Ensuring that my/our employees are sufficiently trained and skilled to perform the work in a healthy and safe manner

### **Trenching and Excavation**

- Ensuring that our work is supervised by a person who is competent and capable of assessing the risks associated with trenching work – this person should be knowledgeable on trenching, soil stability, appropriate shoring systems and where possible should have experience of local soil conditions
- Ensuring that trenches, which people have to enter, are shored where the soil is unstable or prone to collapse
- Ensuring that trenches deeper than 1.5 meters, which people have to enter, are shored, unless a soil engineer confirms that the trench walls were stable without shoring
- Ensuring that unattended excavations I/we have created are barricaded or covered where they present a hazard, and are filled as soon as practicable
- Ensuring that where they present a hazard, unattended excavations are barricaded
- Ensuring that the Health and Safety at Work Act 2015 and the Approved Code of Practice for Safety in Excavation and Shafts for Foundations are adhered to

### **Ultra Violet Light**

- Encouraging employees to wear adequate clothing or other protection to protect them from the effects of working in the sun

### **Warning Signs**

- Warning signs may be required for some hazardous situations – Hazardous situations may include the use of power tools and where there is a risk of being struck by falling objects
- Ensuring warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists

### **Working Above 2 Meters**

- Where work is being conducted at a height greater than 2 meters from the surrounding ground level, then a contractor should comply with the Best Practice Guidelines for Working at Height in New Zealand, in relation to controlling the risk of falls

### **Working Platforms on Scaffolds**

- Ensuring scaffolds are satisfactorily erected and used – in particular, ensuring the scaffolds comply with relevant parts of AS/NZS 1576-2010, the Best Practice Guidelines for Scaffolding in New Zealand, and the requirements in the Health and Safety at Work Act 2015
- Ensuring the scaffold is erected in accordance with supplier's instructions, is as near as reasonable to level, and is fully decked when being used

### **Working Platforms on Trestle Ladders and Adjustable Trestles**

- Platforms (eg scaffolding planks) on trestles provide a bigger, more stable surface to work from than a ladder rung
- Ensuring trestles are erected in accordance with suppliers' instructions, and good practice, as outlined in AS/NZS 1892.1-1996 and AS/NZS 1892.2-1996 for trestle ladders, and AS/NZS 1576.5-1995 for adjustable trestles
- Ensuring platforms are erected as near as reasonable to level, and are stepped rather than slopped, for example when working on gables
- Ensuring platforms are in good and sound condition
- Ensuring attention is given to placing trestles on a firm surface