

HEALTH AND SAFETY

New Zealand Lavender Growers Association

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Our health and safety legislation is all about managing risk, and in particular identifying **Critical Risks** (the ones that are really going to hurt, or worse). You are expected to know what your organisation's health and safety risks are, as well as your industry's risks, and have removed or minimised those risks.

Basically a 'risk' can be described as 'how likely something (a hazard) will hurt you, and how much it will hurt'. Businesses are expected to:

1. **Eliminate** risks to health and safety so far as is reasonably practicable.
2. If the risk can't be eliminated then it must be **isolated** or **minimised**.

Hazards

Hazards can be more than just 'things':



Things



Situations



People



Job Design



Work
Organisation



At work or
off-site

Reasonably Practicable

This is a legal term that means doing what is reasonably able to be done in the circumstances, taking into account:

- a) the likely severity of any injury or harm to health that may occur
- b) the degree of risk or probability of that injury or harm occurring
- c) how much is known about hazards and the ways of eliminating, reducing or controlling them
- d) the availability, effectiveness and cost of the possible safeguards

Risk Matrix

We can use a Risk Matrix to help us identify Critical Risks.

LIKELIHOOD	INJURY CONSEQUENCE				
	Negligible	Minor	Moderate	Major	Death
Very Likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

Critical Risks

Definition of consequences of hazard/risk occurring

Level	Description	Examples
1	Insignificant	No injuries or harm
2	Minor	First Aid treatment or minor medical treatment required by GP
3	Moderate	Moderate injuries or harm with medical treatment required by GP or hospital
4	High	Serious harm with extensive injuries. Hospital admittance required.
5	Severe	Death, toxic chemical release with detrimental effect, huge financial loss

Definition of likelihood of hazard/risk occurring

Level	Description	Examples
1	Highly Likely	Is expected to occur in most circumstances
2	Likely	Is likely to occur in most circumstances
3	Possible	Will occur some of the time
4	Unlikely	Unlikely to occur most of the time
5	Rare	May occur in exceptional circumstances

Paperwork

You are not legally required to record most H&S information. However, some paperwork will help you:

- Remember things
- Provide simple instructions for others to use
- Set out a plan for future work

- Provide a certain level of proof that you are meeting your H&S obligations

You don't have to invest in fancy software, you can even use hand written if that is your preference.

Engaging With Workers

We engage with our workers on health and safety because it is important that they understand their responsibilities for keeping themselves and others safe. A lack of communication between an organisation and its workers on health and safety is likely to lead to an increase in workplace accidents, incidents and 'near misses'. It also makes good sense that those who are doing the work, have input into how the work is to be done safely.

'Workers' applies to anyone who is working with you in your business – even if they are not employees. If your family work or live on the same site as your business, you should be involving them as well.

You should engage on health and safety with workers when:

- agreeing their job descriptions
- during any health and safety meetings or discussions
- identifying, monitoring and managing risks and hazards
- purchasing new equipment
- implementing new or changed processes
- purchasing or reviewing personal protection equipment (PPE)
- investigating injuries, incident or 'near-misses'
- considering health and safety training activities
- reviewing and implementing health and safety systems

There is no 'magic bullet' to engaging with workers. If something doesn't work, try something else. For larger teams, try to engage with workers on a personal level, not just as a group.

Working with other PCBU's (Overlapping Duties)

The Act says that organisations must, as far as is reasonably practicable:

- consult;
- coordinate; and
- cooperate

on health and safety matters.

It is important to know that some overlapping duties can apply when organisations may not actually work together at the same site, such as in a contracting arrangement. For example, in the event of a death of a worker, the contractor and contracting company would need to agree who reports the death to Worksafe. However, in most part overlapping duties apply when workers are sharing the same site.

What does 'consult, cooperate and coordinate' actually mean when you are working day-to-day with another organisation? If businesses are undertaking the following four actions together on health and safety then they are pretty much meeting the requirements of the Act.

1. Planning Ahead
2. Identifying Risks and Hazards

3. Consulting on Controlling and Monitoring Risk and Hazards
4. Agreeing Roles and Responsibilities

Responsibilities for health and safety at a shared worksite goes hand in hand with **influence**. Such as:

1. Who has influence over the workplace?
2. Who has influence over the work taking place?
3. Who has influence over the workers?

Basic Responsibilities

The list below is of the basic responsibilities you have for health and safety in your organisation.

1. Be able to show you are managing your risks
2. Identify and manage both health risks and safety risks to people in your work place
3. Monitor the health of workers and workplace conditions to prevent illness and injury
4. Include workers (and family) in planning to make your property healthy and safe
5. Train and supervise people who work in the business
6. Make sure workers (and family) know how to manage risks
7. Keep a record of notifiable events
8. Have procedures for dealing with workplace emergencies
9. Have safe and healthy facilities for workers
10. Make sure machinery and systems are safe for workers to use
11. Provide and make sure personal protective equipment is used where appropriate.

Further Information

Worksafe NZ website provides you with lots of information and templates

www.worksafe.govt.nz

You can also access H&S learning modules through the Taylor Corporate Solutions website

www.taylorcorporatesolutions.co.nz/e-learning

Health and Safety System

There is a discount voucher for a TCS small business H&S system in your conference bag. If you are interested in purchasing this then please contact:

Jennifer Taylor on jennifer@taylorcorporatesolutions.co.nz or phone 027 8181015