

# **SAFETY MANUAL**

## A1 TREE STUMP REMOVAL

To comply with Health and Safety at Work Act 2015.

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# HEALTH AND SAFETY POLICY

Is committed to maintaining a safe and healthy working environment for the safety and health of our workers and other persons in our place of work.

Health and safety is EVERYONE's business and every worker is expected to share in our commitment to avoid all accidents/incidents which may cause personal injury, property damage or loss of any kind. EVERY WORKER IS EXPECTED to act safely at all times to ensure their own welfare and that of their fellow workers and others in their place of work.

Signed: P.G. Martin - Manager

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# HEALTH AND SAFETY AT WORK ACT 2015

This Act applies to all workers PCBU's and others in the place of work.

The place of work includes not only the office and workshop but any place you are required to go as part of you employment.

## PCBU's Responsibilities

(1) A PCBU must ensure, so far as is reasonably practicable, the health and safety of-

- (a) Workers who work for the PCBU, while the workers are at work in the business or undertaking; and
- (b) Workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out work.

## Workers Responsibilities

While at work, a worker must-

- (a) Take reasonable care for his or her own health and safety; and
- (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others persons; and
- (c) Comply, as far as the worker

## HEALTH AND SAFETY DUTIES

It is our intention to systematically identify and control all risks and hazards in our place of work. Where there are significant risks and hazards we will take all reasonably practicable steps to eliminate or minimise these from our workers.

### Management of risks

(1) A duty imposed on a person by or under this Act requires the person—

(2) to eliminate risks to health and safety, so far as is reasonably practicable; and

(3) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

(4) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

### PCBU must consult other PCBUs with same duty

(1) If more than 1 PCBU has a duty in relation to the same matter imposed by or under this Act, each PCBU with the duty must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.



## PLANNED INSPECTION

The workplace shall be inspected regularly.

An inspection checklist will include general housekeeping matters in addition to all identified risks and hazards.

Any new risks and hazards will be incorporated in to a register and all employees informed.

Any new machinery / plant / tasks will have a risk assessment undertaken prior to commission.

## NOTIFIABLE EVENTS DEFINITION, RECORDING AND NOTIFICATION

### Meaning of notifiable event

In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.

### Meaning of notifiable injury or illness

In this Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means—

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

(i) the amputation of any part of his or her body:

(ii) a serious head injury:

(iii) a serious eye injury:

(iv) a serious burn:

(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):

(vi) a spinal injury:

(vii) the loss of a bodily function:

(viii) serious lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section

### Requirement to keep records

(1) A PCBU must keep a record of each notifiable event for at least 5 years from the date on which notice of the event is given to the regulator under section 56.

A notifiable event register (accident register) can be maintained in the Office or work vehicles.

### Duty to notify notifiable event

(1) A PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred, ensure that the regulator is notified of the event.

(2) A notification under subsection (1)—

(a) may be given by telephone or in writing (including by email, or other electronic means); and

(b) must be given by the fastest possible means in the circumstances.

(3) For the purposes of subsection (2), a person giving notice by telephone must—

(a) give the details of the incident requested by the regulator;  
and

(b) if required by the regulator, give a written notice of the incident within 48 hours of being informed of the requirement.

(4) Notice given in writing under subsection (2) or (3) must be in a form, or contain the details, approved by the regulator.

(5) If the regulator receives notice by telephone and a written notice is not required, the regulator must give the PCBU—

(a) details of the information received; or

(b) an acknowledgement of having received notice.

## INFORMATION / TRAINING AND SUPERVISION

No untrained personnel will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience except when closely supervised by someone with such experience.

All employees are to be aware of:

1. The risks/hazards they will be exposed to in their place of work and steps to be taken in minimising the hazard, both to themselves and other people.
2. What to do in an emergency.

3. Where all necessary safety clothing, devices, equipment and materials are kept.

## EMERGENCY PROCEDURES

In the event of any emergency the first priority for all persons on site will be the protection of, and prevention of harm to staff and others in the place of work.

Details of emergency procedures are set out in Appendix A.

### First Aid

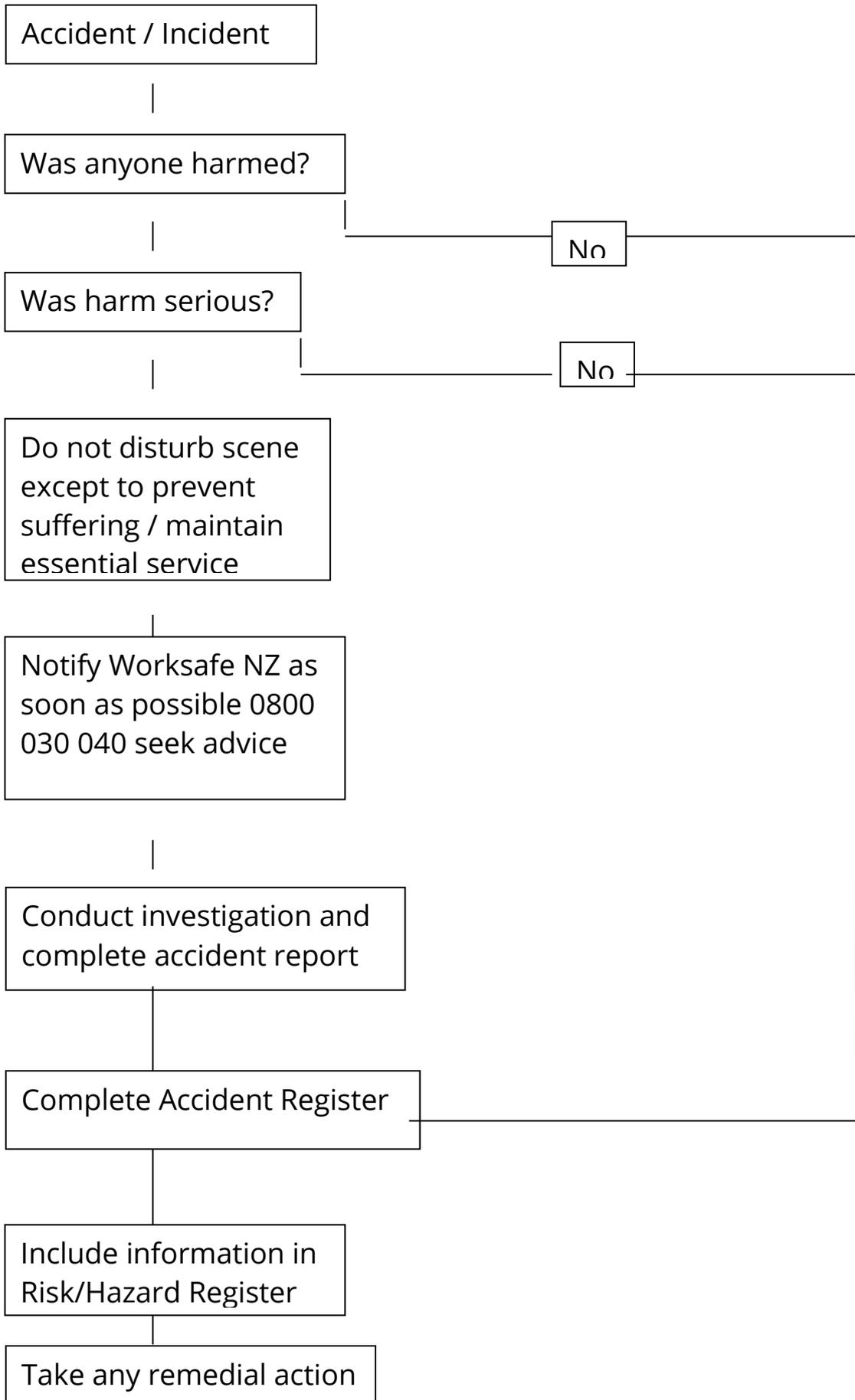
A first aid kit is kept in the workplace and all work vehicles. These will be checked once a month.

## OTHER PERSONS IN PLACE OF WORK

I am required to take all reasonably practicable steps to ensure the safety of other persons in my place of work to ensure that they are not harmed by any risks or hazards and that no action or inaction of a worker while at work harms any other person.

To achieve this visitors are to report to the Supervisor on arrival.

# NOTIFIABLE EVENT PROCEDURE



Appendix A  
FIRE EMERGENCY PROCEDURES

1. Raise the alarm.
2. Contact the Emergency Services on 111.
3. Evacuate the buildings / areas.
4. Assemble personnel at designated areas and check all persons are accounted for.
5. Only if conditions permit, should attempts be made to extinguish fire.

EARTHQUAKES / SEVERE WINDS / STORMS /  
FLOODS / OTHER NATURAL DISASTERS

1. Raise the alarm.
2. Assess situation – decide on best course of action depending on conditions. Be aware of falling objects e.g. bins stacked at main entrance.
3. Refer to Telephone Directory for Civil Defence procedures.

NAME:..... POSITION: ..... DATE:.....

Introduction to Organisation:

Structure	
Conditions of Employment	
Responsibilities and Conduct	
Staff Welfare: Grievances, Insurance etc	



## RISK REGISTER

### GENERAL RISKS & HAZARDS:

#### Health – Fitness level

No employee shall operate any plant or machinery, while suffering any known health condition which may impair their ability to carry out work in a safe manner.

#### Clothing

All persons engaged in the operation of any plant or machinery, shall wear clothing appropriate to the task and in particular, take care that no loose clothing is worn, liable to be caught up in moving machinery. Safety footwear is mandatory in the workshop.

#### Eye Protection Safety

Whenever operating any machine or working in any environment where eye hazards exist – use safety goggles or safety glasses as applicable.

#### Ear Protection Safety

Earmuffs are to be worn in noisy situations.

#### Dust

Dust masks must be worn in dusty environments

#### Vehicles

Employees are only to drive vehicles on a public road to which they have the appropriate licence. Vehicles are to be registered and have a current Warrant of Fitness / Certificate of Fitness.



