



the living tree company

ENVIRONMENTAL, CLIMBING & TREE CARE

H&S MANUAL

Revised: Jan 2018

## **POLICIES & ORGANISATION STRUCTURE**

### **HEALTH AND SAFETY VISION STATEMENT**

**To provide a healthy and safe environment for all staff, visitors and volunteers.**

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**We believe that:**

- **Safety of all our staff, student, visitors and contractors is paramount**
- **Accidents are largely preventable**
- **We are all responsible for ensuring our workplace is safe**
- **All staff have a responsibility to stop any task they believe is unsafe**
- **We will look out for safety of our colleagues and others**

(Fredrik Hjelm)

Director

Date: 19 January 2018

Review Date: 18 January 2020



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**The Living Tree Company Ltd (TLTC)** are committed to providing and maintaining a safe and healthy working environment for anyone using and visiting our premises. In demonstrating the **TLTC** duty of care, we will take all practicable steps to provide an environment that minimises incidents of risk or personal injury, ill health or damage to property.

We are committed to:

- Complying with all relevant legislation which includes the Health and Safety at Work Act 2015, regulations, codes of practice and safe operating procedures.
- Providing appropriate orientation, training and supervision for all new and existing staff
- Clarifying employee health & safety responsibilities
- Providing safe plant, equipment, and systems of work.
- Ensuring staff are consulted on and given an opportunity to participate in health and safety management.
- Ensuring union and other employee representatives are consulted regarding health and safety management
- Designating health & safety at a senior level
- Ensuring managers (including senior management) have an understanding of health and safety management relative to their positions
- Actively encouraging the early reporting of any pain or discomfort
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work
- Promoting a safe working culture by continuous improvement and the cooperation of everyone.
- Continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
- Eliminating or minimising any hazard that arises out of the workplace or workplace environment likely to cause harm to staff, students or other people
- Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
- Accurate reporting and recording in all health and safety matters
- Formally recognising excellence in the health & safety management & innovations by staff
- Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy



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## Managers and Supervisors Responsibilities

<b>M.D.</b>	<ul style="list-style-type: none"><li>• Establishes Health and Safety Policy and Objectives</li><li>• Monitors legal compliance on all aspects of Health and Safety.</li><li>• Occupational Health and Safety Management System is implemented and enforced.</li><li>• Ensures annual OHSMS audit annually</li><li>• Ensures compliance with OHSMS.</li><li>• Ensures managers and supervisors know their Health and Safety responsibilities.</li><li>• Relevant H&amp;S information is communicated to all employees.</li><li>• Sets responsibility / authority; allocates resources; reviews and controls all information</li><li>• Staff performance and compliance with procedures evaluated.</li><li>• Identifies high risk preventative requirements; schedules preventative maintenance; maintains records and monitors costs of damage repairs and apportions blame.</li><li>• Fulfils reporting requirements to the Board of Directors</li></ul>
<b>Operations Manager (H &amp; S Coordinator )</b>	<ul style="list-style-type: none"><li>• Safe Working Procedures and on-the-job training are implemented and ongoing.</li><li>• Maintains competency register</li><li>• Collates all Site Safety Inspection Reports</li><li>• Investigates accidents and incidents on-site and on company premises; and complies with relevant reporting legislation see Section 4.</li><li>• Checks First Aid Treatment records to ensure Accident Reports have been completed.</li><li>• Collates Accident Reporting and Investigation and maintain Accident/incident Register.</li></ul>



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<b>Site Supervisors</b>	<ul style="list-style-type: none"><li>• Conducts pre-start meets with contractors on-site.</li><li>• Personal Protective Equipment is available and used by staff and replaced when required.</li><li>• Monitors contractors ensuring compliance with both company and legislative requirements.</li><li>• Conducts Health and Safety Inductions for new and transferring staff</li><li>• Hazards are identified, risks prioritized and controlled by implementing corrective actions and reporting where breaches occur.</li></ul>
<b>H&amp;S Consultant</b>	<ul style="list-style-type: none"><li>• Advises M D on all Health and Safety issues</li><li>• Advises M D on H&amp;S priorities to ensure Health and Safety program has sufficient resources to carry out the tasks.</li><li>• Provides annual independent audit.</li><li>• Assists with Safety System implementation</li><li>• Works with M D on provision of all H&amp;S training and advises/assists all employees in H&amp;S matters</li><li>• Obtains relevant industry health and safety information ,</li><li>• Helps assess new plant and equipment for H&amp;S Hazards</li><li>• Assists with ACC Workplace Management Practices</li></ul>



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<b>All Employees</b>	<p>Everyone is responsible for work health and safety; however workers have different responsibilities to those of the business. Under the new law, all workers are obliged to:</p> <ul style="list-style-type: none"><li>• Take reasonable care of their own health and safety.</li><li>• Take reasonable care so that their acts or omissions do not adversely affect the health and safety of others.</li><li>• Cooperate with any reasonable policies or procedures the business has in place on how to work in a safe and healthy way.</li><li>• Comply with any reasonable instruction given by the business so the business can comply with HSWA and the regulations.</li></ul> <p>All Employees are expected to:</p> <ul style="list-style-type: none"><li>• Comply with written rules and procedures.</li><li>• Report promptly all hazards and hazardous incidents.</li><li>• Ensure that they assist other employees, who may be new or inexperienced, to work safely.</li><li>• Contribute ideas and suggestions to improve HS performance.</li><li>• Assist management comply with the HS policy</li></ul>
<b>First Aiders</b>	<p>First Aiders are responsible for:</p> <p>Maintaining current knowledge of First Aid, keeping up to date with new developments and attending refresher training as required.</p> <p>Assessing the situation, nature of the injury and summoning appropriate help.</p> <p>Protecting themselves, the casualty and others from danger of cross infection by following correct procedures and using the correct PPE.</p> <p>Complete any reporting internal procedures.</p>



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## Drug and alcohol policy

### Purpose

The purpose of this policy is to describe the requirements for identifying and managing the hazards arising from employees, contractors, and/or consultants under the influence of drugs or alcohol in the workplace. It will also ensure The Living Tree Company:

- Identifies the substances that are prohibited at work.
- Establishes the process for drug and alcohol testing that encompasses pre-employment testing, post-incident testing and reasonable-cause testing.
- Establishes the process for voluntary or compulsory rehabilitation assistance.
- Establishes the consequences where a positive result is returned and/or there has otherwise been a breach of this Policy.

### Scope

The policy provides a framework that enables instances of substance use or misuse to be handled in an appropriate, fair, and consistent manner.

This policy applies to all employees (including employees working for and on behalf of The Living Tree Company property in any capacity and whether or not they are located on The Living Tree Company property) and to all suppliers (operators, contractors, and consultants) associated with The Living Tree Company's activities; and covers the misuse of illegal drugs, prescription drugs, alcohol, or any other substance where such use or misuse creates a potential or actual risk to the health and safety of the individual, their colleagues, or the general public.

### Policy statement

The Living Tree Company is committed to providing an environment where employees and suppliers can perform their duties in a safe, productive and healthy manner.

The purpose of the standards and processes set out in this policy and associated process are to maintain a safe and healthy workplace free from the adverse effects of drugs and alcohol.

To achieve this purpose, The Living Tree Company strictly prohibits:

- The possession, consumption, sale, or transfer, of drugs and/or alcohol while on any The Living Tree Company worksite (excluding alcohol at controlled functions with the prior approval of the M D or the possession and taking of medicines prescribed by a registered medical practitioner);



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- Reporting to work under the influence of drugs, alcohol, any other substance of abuse, or prescription medication that impacts performance, judgement, or behaviour;
- Driving/operating a work vehicle having consumed any alcohol (of greater than 50 micrograms per litre of breath);
- Compromising or attempting to compromise the integrity of any specimen taken under this Policy and the associated Process.

### Principles

1. We are all responsible for keeping ourselves and our colleagues healthy and our workplace safe.
2. We must report to work, and remain throughout the working day, in a fit and safe condition to undertake our duties and must not be under the influence of drugs, alcohol, or any other substance that could affect the ability to work in a satisfactory and safe manner.
3. The possession, consumption, trade, sale, or storage of drugs or drug paraphernalia in the workplace will not be tolerated.
4. Even with the best of motives, we should not knowingly 'cover up' for or collude with a colleague with a drug or alcohol problem but instead should encourage the individual to seek help.
5. Our contractors and consultants will be encouraged to develop and implement drug and alcohol policies that are, at a minimum, consistent with this Policy and its associated Process.
6. Education material, which supports the Policy, should be available to all staff along with appropriate training for Managers.
7. Alcohol and other drug dependencies are a health problem that requires special treatment and help rather than being solely a disciplinary matter.

***Refer to Drug and Alcohol Procedures.***



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## SAFE DRIVING POLICY

### Objectives of the policy

- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants and other road users, and reduce the impact of company vehicles on the environment
- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving and other good road safety habits at all times
- To look at ways we can continually improve our performance in the manner we drive and the selection and maintenance of our vehicle fleet

### Responsibilities as an employee

Drivers of company vehicles will:

- ensure they hold a current driver licence for the class of vehicle they are driving **and** immediately notify their supervisors or managers if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating company vehicles
- display the highest level of professional conduct when driving company vehicles
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving for the conditions
- wear a safety belt at all times
- report vehicle defects to a supervisor or manager before the next vehicle use
- comply with traffic legislation when driving a company vehicle
- regularly check the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use
- report any near hits, crashes and scrapes to their manager, including those that do not result in injury
- follow the crash procedures outlined in this policy.

In addition, it is required that all drivers:



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- take regular and adequate rest breaks,
- stop when tired
- plan the journey, taking into account pre-journey work duties, length of the trip and post-journey commitments
- use daytime running lights on the open road.

### Employer Responsibilities

Management will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. Management will do this by undertaking the following tasks. Give priority to safety features when selecting new vehicles, including:

- only buying and/or hiring vehicles that rate four or more stars on the ANCAP (Australian New Car Assessment Programme) tests
- choosing vehicles with ESC, ABS brakes and side head-protecting airbags
- only buying and/or hiring vehicles that are light coloured
- fitting all vehicles with a first aid kit, fire extinguisher, torch and emergency triangle.

Ensure all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicle according to manufacturers' recommendations following the maintenance schedule in the vehicle's manual setting up a procedure to identify and rectify faults as soon as practicable.
- The **Vehicle Inspection Checklist** is to be completed by the driver the 1st of each month.

Encourage safe driving behaviour by:

- not paying staff speeding or other infringement fines
- discouraging the use of cellphones in vehicles
- encouraging regular breaks while driving
- providing taxis and designated drivers to and from work social events
- providing food and non-alcoholic drinks at work functions



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- encouraging the use of taxis and buses whenever necessary
- ensuring the employer is informed if existing staff become unlicensed.

Encourage better fuel efficiency by:

- setting up and promoting a car pool scheme for work car use
- setting up and promoting a workplace travel plan
- providing training and circulating information about travel planning and efficient driving habits

encouraging the use of other transport and/or remote conferencing whenever practical.



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## Driver Standards

As a Company driver we require that you:

1. Are appropriately assessed, licensed, trained and medically fit to operate the vehicle
2. Are appropriately rested and alert
3. Do not use a mobile phone or other two-way communication device while operating the vehicle, 2-way passive listening may be conducted as long as "a documented risk assessment has been conducted and appropriate controls put in place". Where the client requirement is "engine on / phone off" this must be complied with.
4. Assess the journey and journey risk management plans that are in place in specific high-risk geographies (currently not applicable to Auckland travel)
5. And all occupants wear seatbelts at all times whenever a vehicle is in motion
6. Are not under the influence of alcohol or drugs, or any other substance or medication that could impair your ability to drive e.g. under the influence refers to the following; alcohol - driving with a blood alcohol content of zero (0), illegal drugs - driving with the presence of illegal drugs in the system; prescription medications - driving contrary to physicians instructions, over the counter medications driving contrary to instructions on the medication packaging/container.

## Vehicle Security

Staff are responsible for ensuring vehicles under their control are locked when unattended and parked in a secure location. Precautions should be taken to store attractive items and equipment out of sight.

## Instructions for Cellphone use

In New Zealand, it is illegal to use a hand-held cellphone while driving. Drivers may use voice-activated cellphones, hands-free devices or mounting cradles to comply with the law. Drivers who breach this law face a fine, and demerit points.

- "Brief" and "infrequent" touching of the cell phone while driving is permitted, but drivers may not read or send text messages



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- Staff are to be mindful that current research indicates that hands-free kits do not fully remove the risk of distraction
- If the call is to be a lengthy or complex one, pull over and give the caller your full attention.

### **What to do if there is a crash in a Company vehicle**

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic
- Ensure your own safety first
- Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name and address of the other vehicle owner(s) and driver(s)
- Name and address of any witness(es)
- Name of insurer(s).

Give the following information:

- Your name and address and company details
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details
- Do not admit liability.

Contact the police:

By phone or at the police station nearest the crash as soon as possible

- IF there are injuries
- IF there is a disagreement over the cause of the crash
- IF you damage property other than your own
- IF damage to the vehicle looks to be more than \$2500.

**Follow-up:** If there is an injury, or major damage, report the crash to your manager as soon as you can. Otherwise, report the crash within 48 hours.



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## WORKING ALONE

### **Purpose:**

To ensure that there are adequate systems in place to safeguard the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably practicable.

### **Lone Worker Defined:**

A lone worker is anyone who works in isolation from their colleagues without close or direct supervision.

Examples include:

- Working alone outside normal working hours on site

This policy should ensure that such persons do not take short cuts or employ dangerous practices and that they are instructed to consider and identify potential hazards and to implement a form of risk assessment to ensure self-safety and others around them.

### **Scope**

#### **Own Employees**

This Policy applies to all employees permanent or temporary, and includes any agency, or visiting professionals employed to provide services on our behalf.

#### **Contractors**

This Policy also applies to participating Independent Contractors and their employed staff.

### **Responsibilities**

#### **M D**

- Ensure that all tree work and working at height deployment consists of 2 or more workers qualified to work at height.
- Ensure the management of Lone Working within the organisation is adhered to under the Health and Safety Policy.
- To identify all staff likely to work in isolation from their colleagues
- To assess the risks that such lone working presents.
- Having assessed the risks, to decide whether lone working is reasonable or not in these situations.



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- If lone working is considered reasonable, then the M D must ensure that suitable precautions are in place, such as:
  - Mobile telephones/radios
  - Team working
  - Giving information on known risks
  
  - Personal locator beacon (PLB)

**Employees:**

- Comply with any precautionary measures including guidelines laid down by managers such as a “team deployment”
- Provide any of the following information that may be needed to set up a safe system of work:
  - Working alone at the beginning and end of the normal working hours
  - Detail of the make, model, colour and registration number of the vehicle being used
- Notifying any changes to the daily out of base work plan (i.e. ad-hoc or “spur of the moment” visits) such as roles where regular store visits are undertaken
- Informing key person (“buddy”) on return to base
- Report to their managers any unsafe or potentially unsafe situations
- Take reasonable care for their own safety and not expose themselves to unnecessary risk
- To attend any training provided