



Workplace Health & Safety Management System



Leadership & Commitment

Policy Statement

Colour Spark Ltd is committed to providing and maintaining a safe and healthy working environment for all workers, contractors, volunteers, visitors and members of the public. Hazards or risks to health and safety will be eliminated or minimised, as far as is reasonably practicable to prevent injury, illnesses and dangerous incidents.

Colour Spark Ltd considers safety and incident prevention to be vital to the ultimate success of the business's operations and is an integral part of management responsibilities. Our goal is to have zero injuries to workers, contractors and members of the public within our workplace.

The management team (Grant Parsons) will meet these requirements by:

- complying with both the *spirit and letter of the law* for all matters relating to work health and safety
- implementing, maintaining and regularly reviewing our workplace health and safety management system
- fostering a positive culture towards workplace health and safety
- employing a consultation and engagement process that involves all workers in identifying, developing and resolving health and safety matters
- ensuring safe working procedures are in place for all extreme and high risk tasks and environments
- providing workers, contractors and visitors with education, training and supervision to make sure they work safely and without risk to their health or the health and safety of others
- ensuring appropriate plant and equipment is available and in good working order
- investigating and learning from any incidents we may have
- keeping records to assist with improving our workplace health and safety
- ensuring we help any injured worker in their recovery and prompt return to work

Each worker has the responsibility to:

- embrace a positive culture and leadership towards workplace health and safety
- encourage other workers to work in a healthy and safe manner
- participate in meetings, training and other health and safety related matters
- follow all safe work practices, procedures, instructions and rules
- work in a manner which ensures their health and safety and that of others
- report or rectify any unsafe conditions that come to their attention

Supporting tools/documents

WHS Roles and Responsibilities Matrix

Leadership and Commitment

Roles and Responsibilities Matrix

Everyone at Colour Spark Ltd is accountable and has ownership for ensuring safe and healthy workplaces. In addition to general responsibilities to ensure our key WHS activities we have identified positions that are responsible for specific WHS activities within our WHS Management System.

Responsibility of overseeing	Who	Review frequency of role
WHS Management System (Design, implementation, review)	Management (Grant)	Annual
Legislative Requirements	Management (Grant)	Annual
Consultation & Engagement processes	Management (Grant)	Annual
Safe Work Procedures & Risk Management processes	Management (Grant)	Annual
Worker Education	Management (Grant)	Six months
Worker Supervision requirements	Manager (Grant) / Site Supervisor	Six months
Worker Training needs assessment	Manager (Grant)/ Site Supervisor	Six months
Developing Safe Work Procedures	Team	Annual
Workplace Monitoring	Manager (Grant)/ Site Supervisor	Six months
Worker/Contractor Inductions	Manager (Grant)/ Site Supervisor	Six months
Worker Monitoring	Manager (Grant)	Annual
Incident Investigations	Site Supervisor and Worker(s)	Six months
Workplace Inspections	Manager (Grant)	Annual
Plant & Equipment checks	Workers	Six months
Worker Performance	Manager (Grant)	Annual
Emergency Procedures	Manager (Grant)/ Site Supervisor	Six months
Maintaining Records process	Management (Grant)	Annual
Workers Return to Work process	Management (Grant)	Annual

Consultation and Engagement

Policy

Colour Spark Ltd promotes the active participation of all workers in workplace health and safety matters and decisions.

Workers are consulted, engaged with and given opportunity and encouragement to be proactively involved in workplace health and safety matters affecting the organisation and their work tasks.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes
- control measures for the management of hazards and risks
- changes to the organisation's policies and procedures or work routines which may affect workplace health and safety
- training opportunities
- make up of and representation on relevant committees
- election of worker representatives (if requested/required)

Procedure

Our workplace health and safety meetings are generally held at 0730 at our workshop on the first Monday of every month and all workers are expected to attend. Meeting minutes are recorded and posted on the noticeboard as well as filed in the WHS folder. In addition we rotate the Chairperson and minute taker roles.

Our WHS meetings also incorporate educational aspects as well as consultation and engagement.

Site specific meetings or toolbox talks or are held as and when required (especially unfamiliar sites and when new hazards are identified).

Workplace consultation and engagement occurs both formally and informally and is recorded when appropriate. As our workplace is small we consider all our workers and management as part of our WHS Committee.

Outcomes of workplace health and safety decisions are advised to workers.

In addition to face to face communication we use electronic messaging and have a noticeboard in the office.

Supporting tools/documents

WHS meeting minutes

Communication policy

Safe Work Procedures & Risk Management

Policy

At Colour Spark Ltd we aim to reduce health and safety risks in our business by identifying all hazards, determining their relative level of risk and implementing controls to minimise their harm.

Procedure

As much as possible we identify our extreme/high risk tasks and environments beforehand where we discuss, establish and implement appropriate safe work procedures.

To assist in identifying hazards and risks, we use workplace experience and consultation (e.g. WHS meetings and Toolbox Talks), resources such as codes and standards and industry publications (e.g. safety alerts; hazard profiles for specific trade groups).

- For all our usual tasks that have been identified as extreme to high risk we use safe work procedures.
- For all usual workplace environments we follow established site rules and/or mutually agreed safe work procedures.

In determining our Safe Work Procedures we adopt WorkSafe NZ best practice guidelines (when available), industry endorsed (when available) or our own in house developed procedures.

As it is not always possible to foresee every situation we also continually apply a risk management process within the workplace. The process of identifying hazards, assessing risks, controlling risks, and reviewing risks is applied in an ongoing basis (see our Risk Management Process).

- For those unfamiliar tasks that are assessed to be either high/extreme risk or unknown we consult with our supervisor and engage with other stakeholders before either adopting or developing a safe work procedure, or we do not undertake the task.
- For all unfamiliar workplace environments we consult and engage with the person in control, their representative and their workers.

With all recognised extreme/high risk or unknown tasks and environments we regularly consult and engage with our workers duty holders and other stakeholders.

We educate our workers on our safe work procedures as well as how to undertake risk management. We also ensure workers are appropriately trained and/or supervised before undertaking extreme/high risk tasks or working in extreme/high risk environments.

We confirm workers correctly carry out the safe work procedures and risk management for extreme/high risk tasks/environments as well as regularly check and ensure good condition of associated plant and equipment.

Supporting tools/documents

Safe Work Procedures

Risk Management Process

Risk Register

Safe Work Procedures & Risk Management

Risk Management Process

At Colour Spark Ltd we use the following process for how we develop our safe work procedures as well as apply general risk management for unknown tasks and environments.

- 1) Hazard ID: **Identify the hazard.** All hazards associated with the task or work environment are re-identified prior to work beginning.

- 2) Risk Assessment: **Assess risks.** We consider what could happen (consequence) if someone is exposed to a hazard and the likelihood of this occurring. Such factors as frequency and length of exposure, environment, people's behaviour and limitations are taken into account. We use the risk matrix below to determine the risk score associated when working with or near the hazard.

	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Medium	Medium	High	Extreme	Extreme
LIKELY	Low	Medium	High	Extreme	Extreme
POSSIBLE	Low	Medium	Medium	High	Extreme
UNLIKELY	Low	Low	Medium	Medium	High
RARE	Low	Low	Low	Medium	Medium

Where the risk score identifies an extreme or high risk (unknown risks are deemed to be extreme) we record the hazard and the appropriate risk control measure we implement to reduce the risk to as low as reasonably practicable. If not possible we do not carry out the task or enter the environment until a satisfactory solution can be found.

- 3) Risk Control: **Control the risk.** Risks are controlled as per the hierarchical risk controls where elimination is the first choice followed by substitution, isolation, and engineering methods.
 Where it is not reasonably practicable to implement the above methods, for known risks we use established Safe Work Procedures. For unknown risks we consult and determine our control measure(s). For all Safe Work Procedures we require the use of Personal Protective Equipment (PPE) to be worn.

- 4) Risk Review: **Review measures.** We regularly review our control measures post task/environment to ensure they remain effective. We also review them after an incident involving the task/environment, when a new hazard is identified, when concern is raised, or any other changes that may impact on their effectiveness.

Safe Work Procedures & Risk Management

Working with Electricity Policy

At Colour Spark Ltd we recognise that from time to time we need to carry out jobs whilst working with or near electricity and in doing so recognise the possibility of being exposed to significant risks. As any contact can be fatal or cause both immediate and long term health issues we consider working with or near electricity without appropriate controls an extreme/high risk task/environment.

We do not work on or near energised components or installations above extra low voltage unless fault finding and/or testing requires it or under exceptional circumstances.

Procedure

As every situation can be different we adopt risk management process to determine the appropriate controls (*see our policy on Safe Work Procedures and Risk Management*), we always look to abide by applicable New Zealand legislation and adopt New Zealand Codes of Practice, WorkSafe NZ best practice or industry endorsed guidelines, or create our own in house procedures to ensure we appropriately manage the associated risks.

We follow:

- AS/NZS 4836:2011 – Safe working on or near low-voltage electrical installations and equipment

In establishing this procedure we have and continue to consult and engage with our workers (*see our Consultation and Engagement policy*).

In addition, to ensure we are all aware of this hazard, understand the harm it can cause, and of ways to appropriately manage the risks we periodically hold safety meetings and education on working with electricity. We undergo training if appropriate and implement supervision procedures if necessary (*see our policy on Education, Training, and Supervision Policy*).

We regularly check and maintain our equipment associated with working with electricity, and visually check and undertake to ensure that any equipment or plant we use for this type of work is in safe working order. Our supervisor makes periodic on site assessments when we undertake this type of task and/or environment to confirm we are carrying out the work as per this policy (*see our policy on maintaining a safe workplace*).

Supporting tools/documents

AS/NZS 4836:2011 – Safe working on or near low-voltage electrical installations and equipment

Dave's Electrical – Working on exposed energised conductors or live conductive parts SWM template

Safe Work Procedures & Risk Management

Working at Height Policy

At Colour Spark Ltd we recognise that from time to time we need to carry out jobs while working at height, and in doing so recognise the possibility of falling and dropping something as a significant risk. As a fall from any height can cause injury we consider working at height without appropriate controls an extreme/high risk task/environment.

This policy supports our overarching *Leadership and Commitment policy statement*. It defines 'working at height' to mean 'that if no precautions are in place, a person could fall a distance liable to cause personal injury'.

To ensure we take a reasonably practicable approach to managing this risk we have adopted the following procedure. In establishing this procedure we have and continue to consult and engage with our workers (*see our Consultation and Engagement policy*).

Procedure

We always look to abide by applicable New Zealand legislation and adopt New Zealand Codes of Practice, WorkSafe NZ best practice/industry endorsed guidelines, or create our own in house procedures to ensure we appropriately manage the risks.

For working at heights we follow:

- WorkSafe NZ Best Practice Guidelines for Working at Height (April 2012)

For height work requiring mobile elevated work platforms:

- WorkSafe NZ Best Practice Guidelines for Mobile Elevating Work Platforms (August 2014)

As all situations can be different in conjunction with the Best Practice Guidelines we apply a risk management approach to ensure we implement the appropriate form of control (*see our Safe Work Procedures and Risk Management policy*).

In addition, to ensure we are all aware of this hazard, understand the harm it can cause, and of ways to appropriately manage the risks we periodically hold safety meetings and education on working at height. We undergo training if appropriate and implement supervision procedures if necessary (*see our policy on Education, Training, and Supervision policy*).

We regularly check and maintain our equipment associated with working at heights, and visually check and undertake to ensure that any equipment or plant we use for this type of work is in safe working order. Our supervisor makes periodic on site assessments when we undertake this type of task to confirm we are carrying out the work as per this policy (*see our policy on Maintaining a Safe Workplace*).

Supporting tools/documents

WorkSafe NZ Best Practice Guidelines for Working at Height (April 2012)

WorkSafe NZ Best Practice Guidelines for Mobile Elevating Work Platforms (August 2014)

Safe Work Procedures & Risk Management

Working with Airborne Contaminants

At Colour Spark Ltd we recognise that from time to time we need to carry out jobs whilst working with or near airborne contaminants and in doing so recognise the possibility of being exposed to significant health risks. As exposure in any dose can cause long term health issues we consider working with airborne contaminants without appropriate controls an extreme/high risk task/environment.

This policy covers the many types of airborne contaminants as they all carry various health risks however two types are specified below as they are well recognised as being prevalent and hazardous within the electrical contracting industry and wider construction related sector, asbestos and silica dust.

Procedure

As every situation can be different we adopt risk management process to determine the appropriate controls (*see our policy on Safe Work Procedures and Risk Management*), we always look to abide by applicable New Zealand legislation and adopt New Zealand Codes of Practice, WorkSafe NZ best practice or industry endorsed guidelines, or create our own in house procedures to ensure we appropriately manage the associated risks.

For Working with Asbestos we follow:

- WorkSafe NZ Handy Hints - What you should know about working with Asbestos (February 2016)
- WorkSafe NZ Handy Hints - Drilling holes in asbestos containing board (February 2016)
- WorkSafe NZ Interim Guidance for Work Involving Asbestos (March 2015)

For Working with or near Silica dust we follow:

- WorkSafe NZ Fact sheet - Silica Dust in Construction (April 2015)

In establishing this procedure we have and continue to consult and engage with our workers (*see our Consultation and Engagement policy*).

In addition, to ensure we are all aware of this hazard, understand the harm it can cause, and of ways to appropriately manage the risks we periodically hold safety meetings and education on working with airborne contaminants. We undergo training if appropriate and implement supervision procedures if necessary (*see our policy on Education, Training, and Supervision Policy*).

We regularly check and maintain our equipment associated with working with Airborne Contaminants, and visually check and undertake to ensure that any equipment or plant we use for this type of work is in safe working order. Our supervisor makes periodic on site assessments when we undertake this type of task and/or environment to confirm we are carrying out the work as per this policy (*see our policy on Maintaining a Safe Workplace*).

Supporting tools/documents

WorkSafe NZ Handy Hints - What you should know about working with Asbestos (February 2016)

WorkSafe NZ Handy Hints - Drilling holes in asbestos containing board (February 2016)

WorkSafe NZ Interim Guidance for Work Involving Asbestos (March 2015)

WorkSafe NZ Fact sheet - Silica Dust in Construction (April 2015)

Education, Training, and Supervision

Policy

At Colour Spark Ltd we strive to ensure that our workers have the knowledge and skills to carry out their jobs in a safe and healthy way. We require workers to be aware of hazards and associated risks that can affect their own and other's health and safety.

- Education helps to raise awareness, reinforce the 'reasoning' behind decisions and issues
- Training helps to ensure that workers follow the correct procedures and gain an in depth understanding
- Supervision ensures inexperienced workers are protected from harm to themselves and others

We promote a culture of sharing information, and supporting one another to succeed. This includes mentoring of the inexperienced and continual on the job education and training between workers.

Procedure

Education of workers takes place on the job as well as through regular WHS and Toolbox meetings, training sessions, noticeboard and electronic messaging. Workers are encouraged to proactively increase their knowledge around WHS matters. Education topics that we undertake are listed in our WHS Topic and Meeting Schedule and are recorded for each worker.

Worker training is divided into two types: formal and informal. Informal is generally 'in house' and is not linked to any external certification or is not conducted by an approved or certified trainer. Formal is linked to gaining an accreditation or certification and provided by an approved or certified trainer.

Our workers are formally trained and regularly updated in administering basic first aid.

Worker training needs are generally identified based on the competency requirements of their specific roles as well as on an individual basis. In addition workers are encouraged to request any specific training instruction to help them in their role and their further development. Worker training requirements and attainment is recorded for each worker.

Worker supervision requirements are assessed based upon competency; those workers considered not yet competent at an extreme/high risk task or environment will be supervised by a competent person. Supervision of electrical trainees will be carried out in accordance with the Electrical Workers Registration Board 'Supervision for Trainees' guidelines. Supervision requirements are recorded for each worker.

Supporting tools/documents

WHS Topic and Meeting Schedule

Worker Education, Training and Supervision Records

Supervision Requirements

Worker/Contractor Induction

Maintaining a Safe Workplace

Policy

At Colour Spark Ltd we strive to maintain safe and healthy workplaces for all our workers, other site workers and members of the public. We aim to achieve this in the following ways:

- Immediate response to or rectifying any serious risk situation that may cause harm
- Immediate reporting of serious risk situations (near miss/near hit etc), that could or have nearly caused harm as well as immediate reporting of incidents or events that have caused harm
- Learning from any incidents or events that occur and making improvements to prevent them from happening again
- Having supervisors make regular (planned and random) inspections of worksites to confirm correct safe work procedures and risk management process is being carried out
- Monitoring, assessing, and appraising the performance of our workers
- Where appropriate monitoring conditions of workplaces and the health and wellbeing of our workers
- Ensuring that the plant and equipment we use is regularly checked and confirmed for accuracy
- Adopting emergency procedures for our own worksites and ensuring we are aware of emergency procedures for those sites controlled by others
- Ensuring our workers have access to basic first aid equipment
- Where applicable ensuring we have procedures in place for at risk lone workers
- Where applicable ensuring we have procedures in place for hazardous substances

Procedure

At Colour Spark Ltd workers are required to immediately report any serious incidents or events to their supervisor as well as the person in control of the workplace (site supervisor). Incidents of a serious nature (notifiable) need to be reported as soon as possible, calling 111 and if applicable WorkSafe NZ. All reported events/incidents will be documented and investigated by the supervisor and people involved. A review of events/incidents will be made in conjunction with report and any applicable improvements made.

Supervisor(s) will proactively plan and periodically carry out workplace inspections to ensure workers are undertaking work safely and in accordance with applicable safe work procedures and risk management process. The supervisor is responsible for monitoring workers, equipment, and workplaces and ensuring activities as above are carried out.

Supporting tools/documents

Incident Investigation form
Worker Personal Equipment and Plant Register
Workplace monitoring record
Emergency Procedures
Drug and Alcohol Policy

Supervisor Inspection record
Hazardous Substances Register
Worker Health record (confidential)
Company Plant and Equipment Register
Worker Performance Appraisal document

Keeping Records

Policy

We understand the importance of keeping records of our WHS activities. Accurate records allow us to review and improve our performance, reinforce positive behaviours, and provide evidence as to how we achieve a safe and healthy workplace.

Procedure

The Management team determine general business needs and legislative compliance requirements. We keep all records for a minimum of two years, the following list are the records we keep for longer.

Record	Period kept	Record location
WHS Roles and Responsibilities matrix	Seven years	WHS folder in office, on WHS wall
Worker WHS consultation records	Seven years	WHS folder in office, with projects
WHS Meeting minutes	Seven years	WHS folder in office, , on WHS wall
Safe Work Procedures records	Seven years	WHS folder in office, on WHS wall
Risk Management process records	Seven years	WHS folder in office, on WHS wall
Worker education, training and supervision records	Seven years	WHS folder in office, on WHS wall
Worker/contractor induction records	Seven years	WHS folder in office
Workplace monitoring records	30 years	WHS folder in office, with projects/customer records
Plant and equipment inspection reports	Seven years	WHS folder in office and on equipment
Material Safety Data Sheets (MSDS)	Seven years	WHS folder in office and with Materials
Worker health monitoring	40 years	Worker file (confidential)
Incident investigation reports	Seven years	WHS folder in office
Worker Return to Work plans	Seven years	WHS folder in office

Supporting tools/documents

Document Control Policy

Workers Return to Work

Policy

At Colour Spark Ltd we are committed to the return to work of injured workers. As part of this commitment, we will:

- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
- support the injured worker and ensure that early return to work is a normal expectation
- aim to provide suitable duties for an injured worker as soon as possible
- ensure that our injured worker (and anyone representing them) are aware of their rights and responsibilities
- consult with our worker to ensure that their return-to-work program operates as smoothly as possible
- maintain the confidentiality of injured worker's records

Procedures

- All injuries must be notified to the supervisor as soon as possible
- All injuries to be recorded in the Register of Injuries
- All injured workers to receive appropriate first aid or medical treatment as soon as possible
- The injured worker will be offered assistance and support in the injury rehabilitation process
- An individual return to work plan will be developed when the injured worker is capable of returning to work
- The injured worker will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured worker's physical and psychological condition
- Depending on the individual circumstances of the injured worker, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours

Supporting tools/documents

Workers Light Duties Register

Worker Return to Work Plan

Monitoring Reviewing and Improving

Policy

We maintain a documented WHS Management System which includes key policies, procedures and evidence of our activities.

Our leadership team reviews our WHS performance to assess the current relevance, completeness and effectiveness of our WHS Management System.

When appropriate, external organisations will review/audit our WHS Management System as part of their requirements and/or provide feedback to us on how we can improve how we manage workplace health and safety.

Procedure

Our WHS Management System is documented within a folder called “WHS folder”, in the office, additionally over time we are aiming to move to an electronic quality management system that includes all aspects of our WHS and job management.

To ensure ease of review, our management team has broken down the review process into monthly blocks, with a whole system wide review in November.