

## Health and Safety Principles

The Bioenergy Association health and safety policies and management policies are to ensure that staff, sub-contractors and visitors are safe at all times and in the event of a contingency are able to efficiently and effectively maintain individual safety, or seek appropriate assistance.

Bioenergy Association is a sector association with most work being of an advisory nature and undertaken within office or own home locations, in transit and / or in the field. Risks are principally from external events such as earthquake, transportation, fire or flooding.

When working from their own home staff are responsible for their own health and safety and are not covered by this policy.

## Health and Safety Officer

The Association Executive Officer is the Health and Safety Officer.

Key tasks:

- To facilitate hazard identification
- To maintain the hazards register, and ensure access to this register by all staff
- When necessary, to identify and research the practicable steps available to eliminate, isolate or minimize hazards
- To maintain an accident and 'near miss' register, and ensure access to this by all staff
- To assist with accident investigations
- To complete the staff induction for new staff with respect to the Health and Safety requirements
- Educate staff about hazard identification and reporting
- To maintain an overview of emergency preparedness
- To call and manage annual team Health and Safety Meetings, including reporting on incidents/near misses and minuting of these meetings
- To recommend updates with new policies, procedures or forms as the need for these changes becomes identified through team Health and Safety meetings or as determined by the Executive Officer
- To be a trained First Aider or ensure that there is an appropriate person suitably trained at each location.
- To manage and maintain the First Aid Equipment, Fire Fighting Equipment, Emergency Equipment listed in Appendix 1 for each location.
- To be actively involved in Health and Safety planning
- Undertake annual audits (Appendix 2)
- Other related duties as requested by the Bioenergy Association Board

To ensure clarity of responsibilities the Health and Safety Officer is to sign the agreement in Appendix 3.

## Health and Safety Team

The Bioenergy Association Health and Safety Team will be the Executive Officer plus the staff from each location.

## Team Safety Meetings

Team safety meetings shall be called on an annual basis. This can be by conference call, skype or physical meeting. Any safety topic can be raised, discussion should be minuted and actions agreed. Other Team Safety Meetings can be called by any Team member at any time.

## Health and Safety Plan

During February each year the annual Health and Safety Meeting for each location will be held within one month. Existing Health and Safety practices will be formalized or confirmed where appropriate. This manual will be reviewed to see if certain parts need amendment.

The Hazards Register and Incident and Near Miss Register will be established or reviewed for each location by April each year and placed on an accessible part of the office computer network. All staff will be made aware of this and be instructed to make entries when issues are identified.

By March each year the Emergency and First Aid Kits will be reviewed in each office to see if changes are required or if stock is still adequate.

## Health and Safety Policy

All staff are expected to take a reasonable approach to their own health and safety, and not to endanger their own health and safety and that of other staff, or that of visitors to their location.

All staff have a responsibility to highlight and discuss health and safety matters with each other, the Health and Safety Officer and senior management.

Drug and alcohol policy: using drugs or alcohol can lead to worker impairment while at work. Poor concentration, carelessness, risk-taking behavior and errors in judgement can occur. The following position is taken:

- Smoking is not permitted in office areas
- Staff who have been prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report any potential risk, limitation or restriction that may require modification of duties or temporary reassignment, with verification if necessary.
- Alcohol consumption is permitted in business and related social functions in moderation, but should normally be avoided within core work hours. It should always be complemented with food/snacks. Where alcohol is consumed to the point where driving could be impeded then driving must be avoided.
- Where any worker is concerned about possible impact of a colleague's drug or alcohol use then they should raise it with the colleague first. If concerns are not addressed then the issue can be raised with the Executive Officer who will discuss this with the worker. The Executive Officer can give warnings and may consider counselling support before proceeding to termination.

## Workplace Hazards

All staff have a responsibility to identify any workplace hazards.

Where a particular hazard is identified that has not been adequately addressed this shall be raised with the Health and Safety Officer for immediate action or discussion at the next Team Safety Meeting.

Standard practice for managing workplace hazards include:

- All access ways should be kept clear of clutter
- Filing cabinets and bookshelves that could tip in the event of an earthquake shall be affixed to walls or the building structure
- Signage on emergency and evacuation procedures shall be displayed clearly
- All lighting shall be maintained at adequate levels
- Repair and maintenance of any equipment shall be undertaken by competent people
- Staff should be encouraged to adjust chairs and desk heights to comfortable levels to avoid ergonomic injuries
- Staff should have breaks from their computer screens every hour to reduce eyestrain and fatigue
- Staff should be trained in use of fire extinguishers
- Toilets and kitchens shall be kept clean, and staff are expected to throw out food before it spoils.

Where a worker visits another workplace then they shall follow the Health and Safety directions for that site. Where that site is not governed by a health and safety regime, then the worker shall exercise due care.

## Plant and Equipment

Staff are expected to use office equipment as intended. Where repair or maintenance is required, and the worker does not have the expertise or qualification to undertake this work, then experienced external contractors shall be called in to undertake the repair or maintenance. The need for such repair is to be advised to the Office Administrator for that location.

## Vehicles

Vehicles pose the greatest danger to a staff member. Bioenergy Association does not have a vehicle fleet so staff will use their own vehicle, hire vehicles, taxis, etc which is to be fully legal and in a good and safe working condition.

Bioenergy Association takes no responsibility for vehicle use between home and work.

If staff use their own vehicle for work purposes (e.g. visiting a site, travelling to a transport hub, etc) then vehicles are expected to be maintained in a warrantable condition, and driven in accordance with the Road Code.

Where hire vehicles are used then vehicles should be driven in accordance with the Road Code (or equivalent if in another country) and any specific directions of the hire company should be followed.

Where a driver is provided with a vehicle (e.g. taxi or hire vehicle in a foreign country) then any safety direction of the driver shall be followed. If the staff member is concerned about aspects of safety then the staff member shall direct the driver to take care, or the travel is to be abandoned.

## **While on Overseas Assignments or in remote locations**

It is noted that this policy applies to staff working in remote locations and visits to other countries, for the purposes of fact finding, attending conferences or advisory work only. It does not apply to actual site work relating to construction or maintenance of plant and equipment.

If the assignment is a fact finding tour and the Bioenergy Association staff member is leading the tour then the other tour members are to be considered as “staff or sub-contractors” for the purposes of this policy.

### **Before departure**

1. At the commencement of an assignment the Assignment Leader is responsible for development of an Assignment Contingency Plan. The Plan is to include all phases of the assignment and is applicable to all possible health and safety hazards/risks throughout the assignment for Bioenergy Association staff and sub-contractors:
  - a. In the countries and locations staff will be located, including New Zealand and during travel.
  - b. With the work to be undertaken.
  - c. All risks that may apply.
  - d. How each of the key health and safety risks are intended to be eliminated or minimized.
2. The Contingency Plan must address the following (where relevant):
  - a. Effective communications with assignment staff and sub-contractors, particularly those who undertake remote or isolated work.
  - b. That the staff and sub-contractors have the required skills and competencies for field work or visits to construction areas and have the required knowledge and experience to work in a safe manner.
  - c. That the availability of first aid equipment and medical assistance is known at each location for the assignment.
  - d. That there are procedures written down and to be carried by each team member at all times throughout the assignment relating to possible emergency situations (e.g. covering emergency responses, evacuation procedures, emergency service notification, medical treatment, communications, contingency planning)?
  - e. That the Contingency Plan sets out procedures for ongoing monitoring and review of the health and safety of assignment staff and sub-contractors relative to the conditions at the workplace or while carrying out work?
  - f. Specific attention is to be given to arranging suitable accommodation and transport arrangements.
  - g. The Contingency Plan is to list contact details for local hospitals, emergency contacts and details of other medical assistance such as repatriation insurance at each location.
  - h. Backup internet and phone contact details are to be included within the Plan.
3. The Contingency Plan is to be realistic and achievable for the country context and environment?

4. Travel insurance is to be taken out for the full period of the visit. Details of the insurance, including insurer contact details, are to be included in the Contingency Plan.
5. Vaccinations are required where advised by a medical practitioner for the country or region to be visited.
6. The full itinerary, Contingency Plan and contact details are to be lodged with the association Administrator before departure and the Administrator is to be informed of any changes in plans.
7. Staff are to maintain cash (excluding credit cards) adequate to be able to purchase an air flight to a safe alternative location plus four days for food and accommodation and other local travel. Arrangements for repatriation from the safe location back to New Zealand will be organised by the Bioenergy Association Administrator. The Assignment Leader is to ensure that sub-contractors have the same.
8. If sub-contractors are to be engaged on the assignment a check should be undertaken that they each have their own safety plans. While Bioenergy Association is not directly responsible for sub-contractors health and safety there is an implied responsibility because of the lead arrangement. The Contingency Plan for the assignment is to identify all sub-contractors who will be involved and the potential risks to them as if they were direct Bioenergy Association staff.

### **On arrival at place of assignment and enroute**

9. When arriving at a new location the Assignment Leader is to confirm the details of the Contingency Plan including:
  - a. Checking that internet and cellphone connection to the Bioenergy Association Administrator is operational at all times;
  - b. Checking exit routes from buildings in the event of fire or earthquake;
  - c. In multi-story buildings checking means of egress;
  - d. Checking location with respect to flooding, landside or tsunami;

The Contingency Plan should demonstrate that the staff and sub-contractors have taken all reasonably practicable steps to eliminate or mitigate risks to the extent that they have influence or direction over the matter.

10. Full compliance is required at all times with the laws of the host nation.
11. Cultural issues and sensitivities must be considered in interactions with locals.
12. When visiting field sites or offices staff are to ensure a full understanding of, and compliance with, customer or host policies, practices and requirements and these are to be followed at all times.
13. The Contingency Plan should identify all the parties (i.e. in-country affiliates or partners) who will also be involved in the delivery of the assignment. The Contingency Plan should identify the roles and responsibilities of the various parties and how they will consult and engage together on health and safety in the event of a contingency.
14. In the case of any injury or medical issues medical assistance is to be sought immediately, and the Bioenergy Association Administrator is to be advised; where serious the insurance company is to be advised.
15. Personal safety and security cannot be prescribed, but staff members are to ascertain the potential for any issues and take appropriate precautions to ensure their own safety and security in relation to the potential risks of the environment.

16. Communication – where practical, staff should be in daily communication by email or phone with other Bioenergy Association staff members. For safety reasons an operational cellphone is to be carried on the person by staff travelling or working outside their regular accommodation. Phones are to be fully charged each night and the level of battery available is not to reduce below 50% during the day.

## **Hazardous Substances**

Bioenergy Association does not have hazardous substances on its properties or work with hazardous substances.

Minor hazards associated with stationery items are contained in cabinets of desk draws when not in use.

## **Health and Safety Signage**

Means of exit from a building are to be clearly shown within each location.

Location of first Aid and emergency equipment is to be clearly signed at each location.

## **First Aid, Fire Fighting and Emergency Equipment**

The minimum first aid, fire fighting and emergency equipment to be held at each location is set out in Appendix 1.

## **Personal Protective Equipment**

Personal protective equipment is not required for normal office functions but is to be worn when on site where such equipment is required by the site host.

Safety helmets and Hi-vis jackets have been provided for Wardens in the event of emergency evacuation of buildings.

Where regular visits may be planned to construction sites, then consideration could be given to taking own safety boots as opposed to using boots supplied by the site. On any visit to a construction site, loose clothes should be avoided.

## **Working at Height Equipment – not applicable**

## **Equipment Maintenance**

Bioenergy Association policy is that where a worker does not have requisite skills and experience then all maintenance of items of equipment, vehicles should be undertaken by a competent external contractor.

## **Emergency Preparedness**

Each Bioenergy Association office location shall maintain its emergency preparedness.

### **Medical Emergency:**

Each Bioenergy Association worker is expected to look out for medical emergencies for other staff or for visitors.

Call 111 and state the type of medical emergency and exact location of the victim. If a trained First Aider is available emergency assistance should be provided until arrival of an ambulance or qualified medical professional.

A description of the whereabouts of the location to be provided to emergency services so that they can quickly get to the location is to be positioned in a clear location on the outside of where First Aid and emergency equipment is stored.

### **Fire & Evacuation Procedures:**

#### **In the event of a fire – RACE**

Remove anyone from immediate danger

Activate the nearest Fire Alarm, call 111 and state location of fire and type of fire

Contain fire by closing doors

Extinguish the fire if it is safe to do so, or else Evacuate

Each office shall have its own Warden who is responsible for ensuring that the building is evacuated when the Fire Alarm is sounded, and reporting to the central coordinator that the space has been effectively evacuated.

#### **On the sounding of the fire alarm:**

Leave the building immediately by the nearest stairway

Report to the designated assembly area

Remain until the "All Clear" is given by the Building Warden

Signage: Each office shall have signage clearly showing evacuation procedures and Assembly areas.

Staff should always note other staff or visitors who have any lack of capability, or have a disability, which may put them at risk in the event of an emergency, and who may require assistance exiting the building.

### **Earthquake:**

#### **During an earthquake:**

##### **If Inside:**

Stay inside and don't use lifts or stairs

Drop Cover Hold under desks or down beside an internal wall

Stay clear of windows or objects that could fall

##### **If Outside:**

Stay outside

Take only a few steps and take shelter clear of buildings, trees, power lines or other potential hazards

If driving, pull over and stop.

#### **When the earthquake stops:**

Check for signs of fire or major structural damage

Account for all staff and visitors if possible. Treat any minor injuries.

Do not evacuate unless area is immediately threatened or instructed to do so. Do not use lifts – use stairwells

A First Aid Kit is to be maintained at each site, and an Emergency Kit is to be maintained at sites where evacuation could be constrained. At any time it should be assumed that people may not be able to exit the building for at least 24 hours. Where possible a cellphone energy storage device should be held with maintained energy levels at any location where the office is over two stories high.

### **Incident reporting**

Every Incident or Near Miss shall be reported to the Health and Safety Officer, or if of a minor nature, entered directly in the Incident and Near Miss Register.

Any accident that involves serious harm must be reported to the Health and Safety Officer immediately. (Definition of Serious Harm: including death, amputation of body part, burns requiring specialist treatment, loss of consciousness, hospitalization for 48 hours +, any of the following conditions that amounts to or results in permanent loss of bodily function or temporary severe loss of bodily function: poisoning, penetrating eye injury, fracture, chemical or hot metal burn of eye, musculoskeletal injury, crushing, respiratory disease, etc.). The Health and Safety Officer will then report this immediately to the Bioenergy Association Board.

### **Visitor management**

Visitors entering a workplace become the responsibility of that workplace. Bioenergy Association does not have many visitors and is open plan so does not operate a visitor book. Instead, visitors are the responsibility of the staff they are meeting or of the meeting organizer if a meeting has been called on Bioenergy Association property. Emergency evacuation procedure notices should be clearly displayed for their guidance. In addition, Bioenergy Association Energy should ensure all their visitors leave the building in accordance with the emergency evacuation procedure notices if an emergency occurs.

Staff have a responsibility to identify why any visitor is present in their workspace. The visitor should be taken to the person the visitor is wanting to meet, left in a waiting space if the person is not immediately available, or escorted off the property if they no longer have a purpose there.

### **Sub-contractor management**

From time to time Bioenergy Association may engage sub-contractors to assist on assignments. If the sub-contractor is to be on the premises for less than one week they are to be treated as a visitor with regard to health and safety. Longer than one week and they should be treated as staff and undergo a full safety induction.



## **Appendix 1: Minimum First Aid and emergency equipment to be held in Bioenergy Association Offices.**

### **Wellington Office**

- blankets
- claw saw
- crow bar
- disposable gloves
- dust masks
- eyewash
- fire extinguisher
- First aid kit
- hammer
- leather gloves
- light sticks
- plastic bags
- plastic bucket with lid
- plastic containers of water
- rope
- radio and batteries
- small ladder
- tinned food
- torch and batteries
- fire evacuation procedure

### **Other offices – Whangarei and own home**

- First aid kit
- fire blanket
- fire extinguishers
- fire evacuation procedure

## Appendix 2 Annual Audit Checklist

Item	Finding		Observations	Recommendations	Review/ Follow-up	✓
	Yes	No				
<b>Office H&amp;S Checklist</b>						
<b>Housekeeping, Layout and Storage</b>						
• Is the area generally tidy and free of rubbish and debris?						
• Are walkways uncluttered and sufficiently wide?						
• Are floor surfaces clean, dry and hazard free?						
• Are all stairs, including coverings, in good repair?						
• Is there adequate storage?						
• Are chemicals, including cleaning products, stored and used in accordance with the Safety Data Sheet?						
<b>Fire and Emergency</b>						
• Are emergency exits clearly signed and unobstructed?						
• Are all building/floor warden roles clearly identified?						
• Are emergency procedures displayed and are drills held?						
• Do people know what the fire alarm sounds like?						
• Can the alarm be heard in all areas?						
• Are extinguishers clearly signed and unobstructed?						
• Are fire extinguisher tags up to dates?						

## Appendix 3: Signoff by Health and Safety Officer

The appointed Health and Safety Officer is to sign this check sheet to confirm that they understand the role and responsibilities of a Health and Safety officer and that they have received/completed the following training.

I,

(print your name)

Agree to fulfil the role of the Health and Safety Officer, as stated above, to the best of my ability.

### Training received

Completed Training	Training company/trainer	Date Completed	Verified by the Executive Officer	Date Refresher Needed
Studied and read the Bioenergy Association Health and Safety Management policy documents				
Health and Safety Representative training				
Workplace First Aid training				

### Role of the Health and Safety Officer

**The Health and Safety Officer is the individual who oversees, manages and runs the Health and Safety Management policies for the Bioenergy Association.**

The Health and Safety Officer plays a key role in maintaining and improving Health and Safety in this Workplace/site.

The Health and Safety Officer needs to be safety-conscious, alert, responsible, practical, patient, tolerant, and have “common sense”.

The Health and Safety Officer also needs to be able to relate well to a wide range of people, and have the ability to remain calm in times of emergency.

### Key Tasks and Duties

- **To manage and run the Health and Safety Management policies for the Bioenergy Association.**
- To establish, manage and maintain the: Health and Safety Folders, Health and Safety Signage, Health and Safety Notice Boards, Health and Safety Policy, H&S Reference Library, Document Control, Visitor Management, Contractors and Sub-Contractors Management, Injury, Incident and Notifiable Events

Management, Health and Safety Committee, Health Monitoring, Health and Safety Handbook, and Working Off-site requirements.

- To be an active member of the **Health and Safety Team**.
- To ensure that there is a trained **First Aider at each location**.
- To ensure that there is a **Warden** for site evacuation in the event of an emergency at each location.
- To be actively involved in the monitoring of, and the managing of, **Hazards and Risks** in relation to the Workplace, Plant and Equipment, Vehicles, Tasks Performed, Hazardous Substances (HSNO), and Work/job Sites.
- To **manage and ensure is maintained** the following: First Aid Equipment, Fire Fighting Equipment, Personal Protection Equipment, Electrical & Gas Equipment, Plant/Equipment, and Vehicles.
- To be actively involved in **Emergency Preparedness**.
- To be actively involved in management and investigation of **Injuries**, Incidents and Notifiable Events.
- To manage Health **Monitoring**.
- To manage Team Health and Safety **Meetings**.
- To manage and conduct Health and Safety **Training**, Supervision and inductions.
- To manage and conduct Health and Safety **Audits**.
- To be actively involved in Health and Safety **Planning**.

**Signed by the Health and Safety Officer:**

Signed:

\_\_\_\_\_

Dated:

\_\_\_\_\_