



POLICY STANDARD 13

HEALTH & SAFETY

POLICY:

Pablos is committed to ensuring the health and safety of employees, customers, contractors, and visitors as far as practicable, and to pursuing best practice in occupational health and safety.

APPLICATION:

On behalf of Pablos the Director ensures as far as practicable that:

- (a) effective health and safety practices are maintained
- (b) practices are monitored and reviewed to take account of changing conditions and circumstances in the workplace
- (c) workplace hazards are identified, measures taken to eliminate or control them, and records kept of hazard management
- (d) staff have the opportunity to participate in the development and maintenance of health and safety practices
- (e) all relevant documentation relating to occupational health and safety is made available to staff
- (f) staff customers and contractors are trained and supervised when required, and provided with information to undertake their duties safely
- (g) all work related accidents and near misses are reported
- (h) the Director supports the safe and early return to work where possible of staff who have experienced injury or illness
- (i) there is continuous improvement in health and safety practices.

Civil defence and emergency procedures

Pablos will ensure that it has emergency procedures in place to cover, earthquake, fire, flood, bomb threats and other civil defence emergencies.

Employee Assistance Program

Staff have access to EAP or professional support.

First Aiders

A list of designated first-aiders is posted on the Noticeboard. First-aiders are available to assist any staff, customers, contractors, or visitors with workplace medical issues

Responsibilities:

Director and Management Committee responsibilities:

- a) the Director and Management Committee have overall responsibility for the effective management of workplace health and safety
- b) Health and Safety will be a standing item on Committee Monthly Agendas
- c) staff have responsibility for health and safety in their work areas
- d) the Director supports employee participation in health and safety management
- e) training, information, instruction and supervision is provided to staff, customers and contractors when necessary
- f) contractors and customers are made aware of safety procedures
- g) the Director and Management Committee demonstrate commitment to continuous improvement in H&S
- h) the director and staff ensure that all accidents and incidents including near misses are reported
- i) the Director supports rehabilitation programmes to help staff return to work following illness or injury.

Staff members are responsible for:

- (a) taking all practicable steps to ensure their own safety while at work, and ensuring that their action or inaction does not cause harm to themselves or any other person
- (b) using correctly any information, training and personal protective equipment provided
- (c) recording accidents or injuries at work in the Accident Register.
- (d) recording any hazards noticed in the workplace in the Hazards Register
- (e) reporting all accidents, injuries and unsafe conditions to their manager
- (f) in the event of an accident, facilitating the investigation of an accident, not moving or touching anything except for the purpose of saving life, preventing harm, or relieving the suffering of an injured person, or preventing serious damage or loss of property.

OUTCOME:

Pablos provides and maintains a safe working environment for all its workers and customers

SUPPORTING DOCUMENTS:

- ◆ Pablos Work Area Plan
- ◆ Pablos Hazard Management Plan
- ◆ Booklet containing training, check lists, prevention and defects
- ◆ Incident Register
- ◆ OHS Checklist

HAZARD MANAGEMENT PROCEDURES:

Pablos involves all its members in the hazard management process. This requires the effective identification, accessing and controlling of hazards in the workplace.

STEP 1:

- Describe each individual work area.
- Draw a plan of the work area.
- List all equipment in the area.
- List all chemicals in the area.
- Describe the environment.
- Describe emergency procedures.
- What happens in this area?

STEP 2:

- Questions are asked as to how someone may be hurt in this specific work area and then all practicable steps are taken to either eliminate/isolate/minimise the hazard.

STEP 3:

- From these processes all training requirements, routine check lists, preventive maintenance lists and defects can be identified.

- A register of all accidents is also kept in the office by the first-aid kit. WorkSafe NZ will be notified as soon as possible if any accident has caused serious harm.

- The hazard management procedure needs to be reviewed when:
 - Audit takes place
 - New process/item of equipment/chemical is introduced
 - If there is an accident the use of the room is changed.

**PABLOS ART STUDIOS INC.
HEALTH AND SAFETY AUDIT**

AREA	HEALTH/SAFETY RESOURCE OR RISK	CHECKED ... FINDINGS	STAFF MEMBER
STUDIO	FIRST AID SUPPLIES		
	EARTHQUAKE SUPPLIES		
	FIRE HOSES		
	HEATER CORDS		
	FIRE EXITS CLEAR		
	FIRE EXIT SIGNS VISIBLE		
	GLASS REMOVED		
	LIGHTS Replacements required		
	ELECTRICAL CORDS SECURED		

ART MATERIALS SUPPLIES	TURPS used turps disposed area tidy		
	GLASS JARS Empty jars on bottom shelf in box Turps jars in safe area		
	LATEX GLOVES		
	PLASTIC APRONS		
	SIGNS VISIBLE/ APPROPRIATE		

WORKSHOP	EXITS CLEAR		
	FIRST AID SUPPLIES		
	ELECTRICAL CORDS SECURED		
	CEILING – DANGEROUS PROTRUSION COVERED		
	RUBBISH CLEARED		
	LIGHTS Replacements required		

