

EX A – 3/96 (B)

Principles and Procedures: Hazard Management

Category:	Human Resources	Ref: Policy Number:	EX A – 3/96 (B)
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Section A – Principles and Procedures

1.0 Principles

Hazard principles and procedures reflect the employer's occupational health and safety legal responsibilities. This will contribute towards minimising the risk of occupational injury, accident or disease occurring to employees, students, contractors and other people (individuals) who may visit the Waikato Institute of Technology (Wintec).

Employers' responsibilities under the Health and Safety in Employment Act 1992 (HSE Act) and subsequent Amendments are to systematically identify and control hazards in the workplace, specifically significant hazards. (Refer to Section B, 1.0 Definitions). If responsibilities are carried out conscientiously the risk of work-related accidents or ill health occurring will be minimised.

Ongoing evaluation and review of new and existing hazards, by the employer, is essential to minimise risk. Individuals will be given the opportunity to participate in the hazard management process.

1.1 Objectives

- Significant hazards are to be identified using a systematic process, which includes a risk rating analysis, and are controlled in accordance with the HSE Act 1992, S.7-10 and HSE Amendment Act 2002 (the Act).
- A hazard review process is undertaken on an annual basis by the OSH Manager in consultation with Executive, H&S representatives, Heads of School, Managers and employees.

2.0 Responsibilities

2.1 The Chief Executive and Executive

- Ensures hazard management is implemented through the Executive, Head of School, Managers and employees (employees) undertaking the hazard management process.
- Supports recommended control actions for significant hazards.

2.2 The OSH Manager

- Will develop, implement, monitor and review Wintec's hazard management policy and system and makes recommendation for improvements where necessary.
- Undertakes an annual review and evaluation of all hazards to ensure controls remain effective.

2.3 Employees

- Systematically identifies and undertakes a hazard analysis and risk management assessment, which should be followed by the development of isolation and minimisation control strategies for each significant hazard, if elimination is not practicable.
- Completes hazard identification documentation; ensures this is available for Department of Labour, OSH Inspectors and annual ACC auditing purposes.
- Reports new and existing hazards within areas of responsibility if identified.
- Participates in training, information and health monitoring for significant hazards within the work area; undertakes to follow safe work practices and utilise personal protective equipment to minimise risk of harm.

2.4 Head of School/Manager

- Is involved in the hazard management process in their area of responsibility.
- Encourages and supports employee participation in health and safety activities including involvement in the process of hazard identification.
- Implements hazard management procedures in work areas of responsibility and formalises a system for regular reviews, which may include student course activity.
- Ensures a hazard register is maintained in each area of responsibility.
- Takes prompt action to control hazards, particularly significant hazards, and allocates financial resources as appropriate.
- Encourages employee attendance at induction and safety training to acquire information on hazards to which employees may be exposed.

2.5 Special Projects Manager (SiteWorx) and Services Maintenance Manager

- Will ensure contractors engaged as contractors for campus development or maintenance are aware of health and safety requirements.
- Ensure contractors attend safety induction to ensure they are advised of Wintec hazards and safety requirements.

- Have systems in place to ensure contractors identify and manage site specific hazards.

3.0 Procedure for Hazard Identification

The following procedures for hazard management have been developed to assist managers and employees in the hazard identification process.

- 3.1 All employees and elected H&S representatives, within specific work areas will be given the opportunity to be involved in the hazard identification process.
- 3.2 Hazard analysis forms to be used to document the hazard identification process (refer to Section C – 210 Forms)
- 3.3 Identify and document the specific location of the hazard by School, building, level, office or workshop number, field trip, visit, or clinical practice (refer to Safety in Field Trips Policy EX AB – 6/202 available on Wintec intranet Policy Website).
- 3.4 Identify and document the location and storage of dangerous goods
- 3.5 Include: construction projects, refurbishment and relocation of employees, materials, and equipment in the hazard identification process, where applicable.
- 3.6 Document the hazard as per the following category examples:

Hazard Category	Hazard Details (Examples) **
Hazard Substances	Solvents, corrosives, pesticides, oils,
Machinery, Equipment, Tools	Visual display units, chainsaw, wood-work machinery Power hand tools, electrical equipment, personal protective equipment
Biological	Infected materials, equipment, insect stings, toxic plants, contaminated sharps, soil toxins
Physical	Noise, dust, fumes, thermal, lighting, air-quality
Environmental	Ramps, walkways, access and egress, personal work space, facilities, housekeeping
Tasks	Manual handling, repetitive work, welding, grinding, electrical, ground maintenance, chemical handling, work/research - stress
Ergonomics	Operator comfort, safety, work organisation, equipment and task fit to the operator (employee)
Emergency Situations	Fire, accident, chemical spill, explosion, gas leak, bomb threat, personal security threat
Electrical	Cords, plugs, powered equipment, tools, electrical transmission, underground cables, power-boards
Re-location of employees Campus Development	Reconstruction of work areas, transfer of departments to other locations, works project management, building, building design and new equipment or facilities
Visits	Field trips, clinical, work experience

****The above hazards are examples only, a detailed review of work areas will identify hazards specific to the work undertaken and the environment in which the employee operates.**

- 3.7 Document hazards on the hazard identification form; each hazard group should be allocated a separate page.
- 3.8 Describe the hazardous item or process and indicate what can cause harm or risk.
- 3.9 Work through the process of control* of hazards through:
 - **Elimination – e.g.** remove the hazard from campus or use; if not practicable:
 - **Isolation – e.g.** place a barrier between the hazard and the operator e.g. dangerous goods store, if not appropriate
 - **Minimisation of risk –** by e.g. training, information, personal protective equipment, policy, procedure, health, hazard monitoring, safe procedure, checklist, signage, review, auditing
- 3.10 Indicate which control measure is the appropriate option on the hazard analysis form
- 3.11 Determine if a hazard is “significant” i.e. one which may cause serious harm and establish a risk rating (refer risk rating matrix in Section C, 2.0).

4.0 Significant Hazard Risk Rating

- 4.1 To determine whether a hazard is ‘significant’ as defined under the Act, all identified hazards should be assessed to determine if it is likely to cause harm or serious harm as defined in the Act Schedule 1, and Subsequent Amendment.
- 4.2 If a hazard is identified as having the potential to be a significant hazard, a ‘high or significant’ risk rating should be assigned and given highest priority for control/action. A hazard and is also considered significant if the following criteria apply:
 - The hazard is a potential or real cause or source of serious harm. (refer to definitions Section B, 1.0)
 - There are specific Regulations or Codes of Practice for the hazard, e.g.: Noise Regulations, Hazardous Substances i.e. Chemicals, Lead Regulations
- 4.3 Significant hazards must be referred to the OSH Manager to ensure specific policy, procedure or guidelines are developed, in consultation with employees and suitably qualified and experienced persons if necessary.

5.0 Identification of New Hazards

5.1 New hazards may arise from various sources and it is essential that these are identified and included in the hazard identification process. Hazard information and expert advice should be acquired as necessary.

- Hazardous substances ordered by Schools from suppliers i.e. Horticulture, School of Science, and Services Maintenance.

Advice: Facilities Manager, School Technician, Facilities Services Coordinator, Dangerous Goods Inspector; Science – HOS.

- Material safety data sheets for hazardous substances.
- New equipment, tools, furnishings which are purchased in the new financial year, or as part of a refurbishment programme.
Advice: Facilities Services Coordinator, HOS, Dean, Technician.
- Processes or tasks which arise from the introduction of new programmes requiring new equipment, materials, tools or furnishings.
Advice: HOS consult with employees involved in the delivery of programmes; Project Manager in consultation with Architect or Design Engineers if relevant
- Deterioration of existing plant, equipment, tools, furnishings.
Advice: As for Processes or tasks
- Contractors site specific hazards.
Advice: Project Manager SiteWorx or Facilities Manager, OSH Inspectors
- Hazards identified through a review or auditing process, which have been overlooked previously.
Advice: OSH Manager in consultation with relevant HOS, employee
- New hazards which employees, students or visitors may identify.
Advice: As for previous point
- Work stressors: for example high workload, interpersonal conflict, restructuring, relocation, change to work conditions or work environment.
Advice: HR Advisors, OSH Manager, specialist medical advice if necessary

5.2 New hazards should be added to the hazard analysis register and, if rated significant, a control plan developed.

5.3 Hazardous substances should have the material safety data sheet (MSDS) readily available i.e. within 10 minutes, and be clearly visible. MSDS are available from the supplier.

- 5.4 Contractors should provide a hazard management plan, prior to commencement of a contract, to ensure all new hazards are controlled.
- 5.5 New Hazards must be reported to Managers and OSH Manager through the online New Hazard Report Form (refer Section C, 1.0 Forms).

6.0 Significant Hazard Register

- 6.1 Each School or work area is required to retain a register of identified hazards
- 6.2 The register should be easily accessible and available to all employees, OSH Inspectors and the external auditor as part of the ACC Partnership Programme requirements.
- 6.3 The OSH Manager will maintain the master hazard register for Wintec.

7.0 Control Plans for Significant Hazards

- 7.1 A control plan should be developed and implemented to minimise risk arising from significant hazards within Wintec (refer Section C, 2.0 Forms).
- 7.2 The OSH Manager together with suitably qualified employees and outside expertise if necessary will develop control plans for significant hazards.
- 7.3 Control plans will be outlined in policy, procedure or guideline documents which have been circulated for employee comment, and approved by the Chief Executive and the Executive team.
- 7.4 The preliminary control process must include steps taken to: eliminate, isolate the hazard and if this cannot be implemented minimisation, of risk must occur.
- 7.5 Each control plan will include a reference control plan number, with which to identify specific significant hazards.
- 7.6 Generic control strategies must be considered and if applicable included e.g.: reference to specific regulations, codes of practice or guidelines; policy, procedures, guidelines, checklist, maintenance schedules, training and information for employees, personal protective equipment, handling and disposal procedure, responsibilities, health/hazard monitoring, review or audit date
- 7.7 Measures of control must be documented on the control plan form
- 7.8 Managers will ensure that the departmental hazard register is reviewed and updated on an annual basis, as new hazards are identified and in accordance with OSH legislation, Regulations, Codes of Practice and Guidelines. For example: Noise Management, Hazardous Substances;

Electrical Equipment; Pressure Vessels and as identified in Wintec's Health Monitoring Policy.

- 7.9 The OSH Monitor will meet, if required, but at least annually, with department H&S representatives and the manager to review the hazard management plan and review significant changes to the department operations i.e. refurbishment, department transfer to new location, new programmes
- 7.10 The OSH Manager will advise employees of any hazards to be included in the department register that the OSH Manager is made aware of through other sources i.e. Department of Labour (OSH)
- 7.11 Significant hazards arising out of job/task analysis and/or job descriptions should be reviewed as change occurs, to include health monitoring where applicable.

8.0 Training and Information on Significant Hazards

- 8.1 If relevant, training and information on significant hazards will be given to employees. It is acknowledged that academic staff have specialised knowledge of specific hazards for tutoring purposes and to meet unit standard requirements.

9.0 Measures of Effectiveness

- The Hazard Management policy, principles and procedures are accepted, approved and implemented within Wintec.
- The Executive / Council are aware of significant hazard issues and how these should be managed.
- Employees have the opportunity to participate in the hazard management process and report significant hazard issues.
- Employees receive relevant information and training for significant hazards within their area of work.
- Relevant health monitoring for hazardous substances and processes is undertaken for new (pre-employment) and existing employees (during employment) and on exit (post employment).
- Annual hazard management reviews are undertaken and recommendations for improvement are made and if appropriate implemented.

Section B – Associated Information

1.0 Definitions under the HSE Act 1992

“Hazard”

(a) means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause of or source of harm; and

(b) includes

- (i) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- (ii) without limitation, a situation described in sub-paragraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

“Significant hazard” means a hazard that is an actual or potential cause or source of

- (a) serious harm; or
- (b) harm (being more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent of frequency of the person's exposure to the hazard or
- (c) harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard. E.g. noise induced hearing loss.

“Harm”

- (a) means illness, injury, or both; and
- (b) includes physical or mental harm caused by work-related stress.

“Serious harm” is outlined in section 2(4) of the HSE Act 1992 First Schedule, a copy of which is contained in Appendix 1.

“Hazard Notice” means a notice that

- (a) describes a hazard identified in a place of work; and
- (b) is in the prescribed form; and
- (c) may set out suggested steps to deal with the hazard

Other important definitions are:

“Health and safety representative” means an employee elected, as an individual or as a member of a health and safety committee or both, to represent the views of employees in relation to health and safety at work”

“Trained health and safety representative” means a health and safety representative who has achieved a level of competency in health and safety practice specified by the Minister by notice in the Gazette or

who has completed an appropriate course approved under section 19G of the Act.

2.0 References

- Health and Safety in Employment Act 1992, New Zealand Government Printers, Wellington.
- Health and Safety in Employment Amendment Act, 2002, New Zealand Government Printers, Wellington.
- Health and Safety in Employment Regulations, 1995, New Zealand Government Printers, Wellington.

For advice and assistance on the Hazard Management Policy and Procedure, contact the OSH Manager, Ext 8505

Refer Part A (Policy)

Section C - Process

1.0 Forms

All existing and new hazard management report forms and template control plans are available on the Wintec intranet website line and can be accessed through the OSH intranet and by selecting online forms: hazard analysis online forms.

2.0 Diagram / Process flowchart on the risk management matrix

2.1 Determine the level of risk by using the following risk management matrix

		Impact				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	S	S	H	H	H
	Likely	M	S	H	H	H
	Moderate	L	M	S	H	H
	Unlikely	L	L	M	S	H
	Rare	L	L	M	S	S

	High	- Extreme risk – immediate action required
	Significant	- Senior Management attention required
	Medium	- Management responsibility must be specified
	Low	- Manage by routine process / procedure or accept risk

2.2 Annual Occupational Safety and Health Review

