

ANNEX 8

Health & Safety Procedures & Protocols

Health and Safety

Health and safety will be undertaken under the Council's Health and Safety policy as follows:

Health and Safety policy statement	
<p>Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.</p>	
<p>Safety comes before productivity: The safety of our people and the communities in which we operate always comes first.</p>	
<p>Zero Compromise: We are all empowered and expected to challenge any unsafe situation at work. We will create an environment where everyone is encouraged to immediately challenge unsafe situations, or those that can cause harm to health. People know they can intervene free from reprisal.</p>	
<p>Taranaki Regional Council supports and encourages workers to play an active role in identifying hazards and to offer suggestions and ideas to improve the health and safety programme.</p>	
<p>We will ...</p>	
<p><i>Build Culture</i> Ensure health and safety is a core value in our organisation by building a strong, proactive health and safety culture.</p>	<p><i>Communicate</i> Ensure all workers are informed and understand this policy and any other health and safety documentation and initiatives.</p>
<p><i>Zero Harm</i> Aim to eliminate work related injuries by identifying and controlling workplace hazards, managing risks, monitoring employees health and implementing appropriate training programme.</p>	<p><i>Develop Knowledge</i> Ensure our workers are aware of and comply with relevant health and safety legislation, regulations, codes of practice and safe operating procedures. We will also monitor developments in appropriate sectors along with best practice cases.</p>
<p><i>Take Feasible Steps</i> Educate workers ensuring they understand their responsibilities to prevent harm to themselves, fellow workers and visitors. Recognise and reward excellence and will encourage everyone to make positive contributions when it comes to enhancing health and safety at work.</p>	<p><i>Investigate and Learn</i> Accurately report, record, investigate and take the initiative to improve work practices. Share and learn from all workplace near misses, incidents, injuries. Promote good leadership behaviour through clearly communicating expectations and responsibilities, and by listening to feedback that supports continuous improvements.</p>
<p><i>Manage Contractors</i> Develop and maintain open communication and effective relationships and processes with contractors and suppliers of goods and services.</p>	<p><i>Competence</i> Strive to ensure that everyone has the appropriate skills to carry out the job that they are expected to do safely.</p>
<p>Management will... Strive to engage employees at every level and foster a top down safety culture that demonstrates and reinforces our commitment to the health and safety of our employees.</p>	
<p>B G Chamberlain Chief Executive</p>	<p>MJ Nield Director – Corporate Services <i>on behalf of</i> Health and Safety Committee</p>
<p>This policy will be reviewed every two (2) years or at time of legislation change.</p>	

The Council's Marine Oil Spill Response Policy will also be followed:

Marine Oil Spill Response
<p>Policy</p> <ul style="list-style-type: none">• Responders involved in Marine Oil Spill Response or Marine Oil Spill Response exercises must undergo the appropriate Maritime New Zealand training and be supervised until deemed competent• Responders will report to the Regional On-scene Commander during Marine Oil Spill Responses and exercises and will follow the instructions issued by the Regional On-Scene Commander• Regional On-Scene Commanders will be appointed by Maritime New Zealand• Taranaki Regional Council officers involved in Marine Oil Spill Response will be offered annual hearing checks
<p>Hazards</p> <ul style="list-style-type: none">• People/public• Noise• Visibility• Manual handling/lifting• Traffic – passenger vehicles, cranes, trains, trucks, forklifts• Boat traffic• Unknown site hazards• Moving loads• Uneven surfaces• Water hazards• Sharp wire sprags• Entanglement• Slips, trips and falls• Tiredness• Pinch points on equipment• Chain breaking• Snap-lock hydraulic fittings• Sharp edges• Heavy towing lines and bars• Flaked line with bites on line• Communication failure• Lack of direction/Communication• Weather• Hazardous substances• Container leaks and spills• Use of spraying equipment• Helicopter operation• Power pack handle disconnection• Oil fumes• Water• Rocks

Controls

- Tool box meeting to be held prior to Marine Oil Spill Response or Exercise
- Regional On-Scene Commander and/or Health and Safety Representative will conduct hazard identification for the site immediately prior to the toolbox communication
- Ensure all response team have completed a site induction (minimum of safety briefing for one-off visits)
- All response team to meet Port Taranaki security requirements for work from the Port site
- Response team to wear appropriate PPE for task as outlined in the JSA/SWMS for the task undertaken
- Response team to observe controls outlined in the JSA/SWMS for the task undertaken

Personal Protective Equipment

- High visibility clothing
- Safety footwear
- Safety helmet
- Safety glasses
- Personal Floatation Device
- Hearing protection
- Gloves
- Wet weather gear
- Sun protection

Legislation

Resource Management Act 1991
Resource Management (Marine Pollution) Regulations 1998
Biosecurity Act 1993
Taranaki Regional Marine Oil Spill Response Plan
Maritime Transport Act 1994
Hazardous Substance Act 1996

References

- JSA/Safe Work Method Statement (Vault) or 'Hazard Identification and Controls' for:
- Deploying Ro-Boom
 - Bringing in Ro-Boom
 - Deploying Ro-Boom from boat
 - Dispersant application
 - Deploying skimmers
 - Deploying Rapid Deployment boom
 - Deploying Land/Sea boom
 - Deploying Harbour/Boat boom

Health and Safety Information/Briefings for the response may be in the following format:

1. Key Details

Date:
Time:
On Scene Commander:
Health and Safety:
Boom Team leader:
First Aid:

2. Weather

Forecast:
Temperature:
Temperature:
Winds:

3. Emergencies

Dial 111
Fire extinguishers located in TRC vehicles
Emergency evacuation procedure

4. Accidents

All Accidents to be reported to Site Safety Coordinator
Must be recorded in accident register
First Aid area located near site entry/exit point

5. Personal Protective Equipment

Hi Vis clothing
Steel capped boots
Overalls
Lifejackets/PFDs for those near (within 2 meters) or over the water
Throw lines
Wet weather gear as appropriate
Hard hats near deployment area (under Ro Boom)
Ear muffs or ear plugs

6. Public presence

7. Toilets

8. Refreshments

Fresh drinking water is available from the TRC vehicle at site entry/exit point

9. Traffic control

Only essential TRC vehicles inside the exercise area.

10. Communciations

Radios
Cellphone
Non-verbal communication essential when hearing protection is worn

11. Manual handling

Heavy equipment
Use correct lifting technique (bend knee)
Use multi-person lift

12. Machinery

Do not cross taped boundary areas or connecting chains/ropes
Beware of the power pack
Beware of vehicles used in exercise, do not work near wheels
Follow standard operating procedures for Spill Equipment

13. Other Hazards

Vehicle movements
Noise
Sun/Wind exposure
Communications Failure
Greasy/slippery surfaces
Bites in ropes and lines
Access to river over rocks/trees
Contaminants/hazardous substances

14. Personnel location

Only enter/exit the work area via the designated area. Advise safety personnel if leaving the work area and complete the sign-in/out sheet

15. Remember

We are doing things we don't usually do so think safety in EVERY action.

16. Site induction acknowledgement

Please sign the prepared site safety document as acknowledgement of the site induction.

17. Site Map

Forms relating to Health and Safety can be found in Annex 11 or in the Council's document management system as below:

- **Hazard ID form** – document #922115
- **Incident/accident report form** – document #847897
- **Site safety plan form** – document #156496

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