



## **CANTERBURY SAFETY CHARTER**

### **VISION**

**By demonstrating leadership and working together, we will build Canterbury safely and create a legacy we can be proud of.**

### **COMMITMENT**

# **1. Leadership**

**Our leaders demonstrate a visible commitment to health and safety.**

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### **ACTIONS**

- a.** We will develop a health and safety leadership programme that includes:
1. Measureable undertakings by senior leaders (such as health and safety leadership walks, and health and safety conversations)
  2. Documented expectations of health and safety behaviours at all levels of the organisation/company
  3. Leading a proactive health and safety culture within the organisation
  4. Keeping up to date with health and safety knowledge
  5. Understanding the nature of the organisation's work, including the critical risks
  6. Fostering a safe work environment that caters to, and supports, a diverse workforce.



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## **2. Worker Engagement, Participation & Representation**

**We have systems in place to encourage and support worker engagement in health and safety.**

### **ACTIONS**

- a.** Workers will be provided with opportunities to participate in the improvement of workplace health and safety. All workplaces will have an active worker participation system which will include:
  - 1. Worker involvement in risk management
  - 2. Electing workers to act as health and safety representatives
  - 3. Electing workers to serve on health and safety committees
  - 4. Processes for ensuring regular and cooperative interaction between the employer and workers on health and safety matters
  - 5. A process for managing worker engagement where there is more than one business or agency operating on a site or on a project
  - 6. Processes for ensuring worker participation is inclusive of a diverse workforce.
- b.** A process for review of worker engagement, participation and representation.



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# **3. Reporting**

**We have robust, proactive, and accurate health and safety reporting.**

### **ACTIONS**

- a.** We will have systems for the accurate reporting and recording of all incidents, accidents, near misses and risks. This information will inform the continual improvement of our health and safety systems and the systems of those we work with. It will also identify, amongst other things, any undesirable trends that need to be addressed. These systems would allow industry benchmarking and include reporting on the following lead and lag indicators:

#### **Lead indicators**

1. Health and safety meetings (toolbox, pre start etc)
2. Audits and inspections (internal and external)
3. Task analysis/job safety analysis
4. Health and safety talks
5. Near miss incidents
6. Workplace exposure assessments
7. Accredited health and safety systems (such as ACC – Workplace Safety Management Practices, Workplace Safety Discount, Partnership Programme, and SiteSafe Charter -Tier 3).

#### **Lag indicators**

1. Fatalities
2. Lost time injuries
3. Medical treatment injuries
4. First aid injuries
5. Notifiable events (death, injury, illness, incident)
6. Health monitoring assessments.



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# **4. Upstream & Downstream Duties**

**We design, manufacture and procure with regard to risk to the end user.**

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### **ACTIONS**

- a.** We will work with other parties in our supply chains (including sharing information) to ensure that the work they do, or the things they provide to other workplaces, so far as is reasonably practicable, do not create health and safety risks. This will include those who:
1. Manage or control fixtures, fittings or plant
  2. Manufacture, import or supply plant, substances or structures
  3. Design plant, substances or structures
  4. Install, construct, commission, maintain and decommission plant or structures
  5. Provide advice or training.



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# **5. Critical risks**

**All critical risk activities are identified, managed and mitigated.**

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### **ACTIONS**

**a.** We will identify and effectively manage all critical risks associated with our work sites/work activities. We will ensure there are policies and procedures in place for the safe management of the following critical risk activities, where they are applicable:

- |  |   |
|--|---|
| 1. Working at height and depth                       | 8. Using and working around mobile plant and machinery (vehicles) |
| 2. Working in confined spaces                        | 9. Traffic management   |
| 3. Working with electricity                          | 10. Hot works   |
| 4. Working around existing services                  | 11. Workplace violence  |
| 5. Working around asbestos                           | 12. Lifting and slinging  |
| 6. Working around construction dust including silica | 13. Using power tools.  |
| 7. Excavations                                       |   |



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# 6. Managing Site Safety Risks

**We identify, assess, manage & communicate all risks on site.**

## ACTIONS

- a.** We will use functional Site-Specific Safety Plans (SSSP) and, where appropriate, Traffic Management Plans, Asbestos Management Plans and Environmental Plans.
- b.** We will ensure all contractors and other responsible parties complete and maintain a SSSP for each site with at least the following content:
  - 1. Project prestart and tool box meetings
  - 2. Maintained risk register
  - 3. A current training and competency register
  - 4. Job Safety Analysis/Task Analysis
  - 5. Notifiable works
  - 6. Toolbox attendance register
  - 7. Permits to work
  - 8. Emergency management plan
  - 9. Definitions of secure boundaries and points of entry (where applicable).
- c.** We will consult, co-ordinate and cooperate with others who have the ability to influence or control risks on site.
- d.** Personal Protective Equipment (PPE), including Respiratory Protective Equipment and Personal Protective Clothing, will be worn at all times by every person on site. Without exception. The appropriate PPE will be identified as part of a risk assessment and will be compliant with the relevant Australia/ New Zealand standard, if applicable, and worn/used as outlined in the instructions. The minimum standard will include:
  - 1. A Hard hat (unless deemed to be unnecessary by the risk assessment)
  - 2. Hi-visibility clothing
  - 3. Safety footwear with toe protection
  - 4. Fit tested Respiratory Protective Equipment (unless deemed to be unnecessary by the risk assessment)
  - 5. Medium impact safety glasses
  - 6. Hearing protection (unless deemed to be unnecessary by the risk assessment)
  - 7. Gloves appropriate to the task standard (unless deemed to be unnecessary by the risk assessment).
- e.** We will use a recognised system to ensure contractors are appropriately pre-qualified. This system will meet standards set out in the Ministry of Business, Innovation and Employment's guidance document: A Principal's guide to contracting to meet the Health and Safety in Employment Act 1992.\*
- f.** We will ensure sites are isolated appropriately to reduce the risk of unexpected or unwanted access. This document will be updated to reflect the Health and Safety at Work Act 2015.

\* This document will be updated to reflect the Health & Safety Work Act 2015.



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# **7. Site Induction**

**Everyone is made aware of risks so they can look after themselves and keep others safe.**

### **ACTIONS**

- a.** All workers and visitors will be fully inducted to work sites or supervised by the person in charge. This induction must include the following:
1. Contact details of site personnel and the visitor
  2. A sign in and sign out procedure
  3. Provision of information on the Site-Specific Safety Plan, site risks and how they are managed, and site rules
  4. Procedures for task analysis and reporting of all accidents and near miss incidents
  5. Reporting of any medical conditions that may impact on your own safety or the safety of others
  6. The site emergency plan, site layout, safety data sheets, first aid facilities and who the first aiders are on site
  7. Relevant safety plans/method statements for all high risk activities, including risk management for hazards being brought onto site by any person.

**b.** Visitors will be supervised at all times.



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# 8. Training

**All our workers receive health and safety training.**

## ACTIONS

- a.** All workers will receive appropriate health and safety training prior to starting work. At all times workers will be competent and appropriately qualified to perform their work safely. Those not yet competent to work alone will be actively supervised. Training will include the following:
  - 1. Health and safety principles and legislation
  - 2. Risk management
  - 3. The relevance of site induction and Site-Specific Safety Plans
  - 4. High-risk work activity and what healthy and safe looks like for relevant tasks
  - 5. Promoting positive safety behaviour and culture
  - 6. The consequences of poor health and safety practices
  - 7. The assessment of the knowledge of workers that is required for them to do the task (eg roofing, scaffolding).
- b.** We will maintain a training record/matrix or similar for workers.
- c.** We will establish task competency requirements using task analysis or similar.
- d.** We will encourage worker participation and consultation.
- e.** The competency of workers will be assessed to ensure they perform their task safely and are qualified as appropriate.



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# 9. Impairment

**The safety of workers isn't compromised by anyone under the influence of drugs, alcohol or fatigue.**

### ACTIONS

**a.** We will put in place a drug and alcohol policy that will include:

1. A commitment to work with employees, their representatives and contractors to promote a work environment free from drugs and alcohol
2. A programme to raise awareness and provide training about the potential harmful effects of drugs and alcohol in the workplace
3. A programme for employee pre-employment, post-incident, and reasonable cause drug and alcohol testing through a reputable company, occupational nurse or medical professional (testing to comply with Australian/New Zealand standard AS/NZS 4308:2008)
4. Provision to remove from the worksite, and for them to stop work, anyone who is deemed 'unfit for work' or 'under the influence', or where the presence of drugs or alcohol is in excess of accepted standards
5. Provision of drug and alcohol support and rehabilitation assistance for employees, where appropriate.

**b.** We will put in place a fatigue management plan that will:

1. Recognise fatigue as a risk and should be discussed with all parties on site
2. Include procedures on how to identify, assess and manage work design risks (long hours, stress etc.) that may cause fatigue
3. Include procedures on how to identify, assess and manage fatigue related impairment that may cause safety risks (e.g. driving)
4. Provide information such as posters, toolbox talks and hand-outs to staff on fatigue management
5. Ensure appropriate professional support services are made available to staff.



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# **10. Health & Wellbeing**

**We actively promote the health and wellbeing of workers.**

### **ACTIONS**

**a.** We will actively promote injury management and the health and wellbeing of workers.

We will:

1. Educate and inform workers about health risks associated with work tasks and activity
2. Develop and implement procedures to manage those risks
3. Undertake workplace exposure assessments as required to determine if the controls for health hazards, such as dust and noise, are working effectively
4. Undertake health monitoring where there is an identified exposure or risk of exposure, to health hazards such as dust and noise
5. Develop and implement policies and procedures (including education) on injury management and/or rehabilitation
6. Provide an annual influenza vaccination programme for employees
7. Promote the importance of mental health and wellbeing with workers
8. Provide an employees' assistance programme
9. Actively promote a positive workplace culture that includes all peoples and supports diversity
10. Provide adequate welfare facilities for all peoples on site.