

The management of W.H. Kelly Limited is committed to providing and maintaining a safe and healthy working environment for its employees, visitors, and all persons using the premises as a place of work.

*To ensure a safe and healthy work environment, management will develop and maintain a Health and Safety Management System. Specifically, management will:*

- **Set health and safety objectives and manager's performance.**
- **Annually review health and safety objectives and manager's performance.**
- **Actively encourage the accurate and timely reporting and recording of all accidents and injuries.**
- **Investigate all reported incidents and injuries to ensure all contributing factors are identified and where appropriate, plans are formulated to take corrective action.**
- **Actively encourage the early reporting of any pain and discomfort.**
- **Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work.**
- **Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any hazards deemed significant.**
- **Ensure that all employees are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner. Management will annually review employees competency.**
- **Encourage employee consultation and participation in all matters relating to health and safety.**
- **Enable employees to elect health and safety representatives annually.**
- **Ensure all new employees are inducted and made aware of their health and safety responsibilities'.**
- **Promote a system of continuous improvement, including the annual review of policies and procedures.**
- **Meet our obligations under the Health and Safety in Employment Act 1992 (As amended by the Amendment Act 2002) the Health and Safety in Employment Regulations 1995, Codes of Practice, and any relevant Standards or Guidelines.**



Every employee of the company is expected to share in the commitment to health and safety.

- Every manager, supervisor or foreperson has a responsibility for the health and safety of those employees working under their direction.
- Each employee is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - Complying with various and specific building contractors Health and Safety requirements as and when required.
  - Observing all safe work procedures, rules and instructions.
  - The early reporting of any pain or discomfort.
  - Taking an active role in the company's treatment and rehabilitation plan, to ensure an "early and durable return to work"
  - Ensuring that all incidents, injuries and hazards are reported to the appropriate person.

### THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee includes senior management representatives and union and elected health and safety representatives. The committee is responsible for the implementation, monitoring, review and planning of health and safety policies, systems and practices

Signed by  
Paul Gartner  
Director

Date



## HEALTH AND SAFETY MANUAL

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### **Introduction**

This manual is designed as a tool to train all employees on relevant aspects relating to health and safety in their work place.

This manual is far from complete. It is intended that it be an open ended document which will be updated from time to time as new hazards, issues, and better methods for reducing or eliminating hazards are identified.

We are all responsible for contributing to the success of this manual. Remember you are doing the job and have the knowledge and expertise to identify dangers/unsafe practices within the job.

When you have something to contribute to this manual, by way of suggested changes or additions; or if you do not understand/agree with part of its contents, please let management know.

This manual will be formally reviewed every 12 months and amended if necessary. We will conduct a self assessment using the audit standards and from this assessment we will develop our objectives as per our Health and Safety Improvement Plan. At this time we will review injury incident trends and will implement any necessary training and review our company Hazard register to ensure employees can Minimise / Isolate these injuries that have become common.



### Legal Obligations (In accordance with the Health & Safety in Employment Amendment Act 2002)

1. As a company we are required to take all practicable steps to ensure the safety and health of its workers and others while at work.
2. The company is required to:
  - i) Maintain a safe working environment.
  - ii) Provide and maintain facilities for the safety and health of employees.
  - iii) Ensure that machinery and equipment used are designed, made, set up and maintained to be safe for workers.
  - iv) Provide procedures to deal with emergencies that may arise while people are at work.
3. The Company must have a system in place for identifying and controlling Hazards.
4. If there is an accident or any other cause of serious harm in your work place, the nearest Occupational Safety and Health office must be notified as soon as possible.
5. Employers are responsible for training and supervising staff to ensure they work safely.
6. If we employ subcontractors, we are responsible for informing them of any existing hazards which are specific to our business.
7. All practicable steps must be taken to ensure the safety of visitors, customer neighbours and the general public while they are on or near our work site(s).
8. As employees "you" are also responsible under the Act. You must:
  - i) Take all practicable steps to ensure your own safety and the safety of others.
  - ii) Not knowingly expose yourself or others to harm.

Section 19 of the Act says:

**`Duties of employees** - Every employee shall take all practicable steps to ensure -

- (a) The employee's safety while at work; and
- (b) That no action or inaction of the employee while at work causes harm to any other person.'

This means that you have a legal responsibility to avoid accidents. You need to take responsibility for keeping yourself safe at work, and for making sure that you don't endanger anyone else. Thus it would be an offence under the Act for you to do such things as:

1. Use machinery or equipment you have not been trained to use.
2. Fail to use the correct safety equipment or protective clothing, or to take any safety precautions you have been told about.
3. Use machinery or equipment you suspect or know to be in an unsafe condition.
4. Take risks, or safety-shortcuts in your work.
5. Encourage or allow others to do any of these things.

Employees who are supervising other staff, or 'in charge of a place of work' have further responsibilities to ensure that staff you are supervising are working safely and using any necessary safety equipment.

*An example of legal action against a firm; taken from the NZ. Plumbers Journal Volume 46 No. 5) is as follows:*

*A Hamilton firm was fined after a workman walked along a steel beam 4-5 metres above the ground without a safety harness. The worker was fined \$500.00 and the firm was fined \$3000.00.*

- 9 Requirements of the Construction Act and regulations that particularly apply to public safety are:

Excavations are to be fenced, and if they hold water, to be made safe for children. They must have warning signs, and warning lights at night.



### Responsibilities and Accountability

It is the responsibility of all staff to ensure that their jobs are performed safely and without injury to themselves, other members of the staff or the general public, Every staff member is to comply with our safety rules as a condition of employment.

#### Senior Management have responsibilities to ensure that

- . The Health and Safety Plan is assessed annually and Management Health and Safety meetings will be held every 3- 6 months at management's discretion.  
Company Emergency procedures will be refreshed at least annually.
- . Company Hazard register is reviewed at every Management Health and Safety Meeting and up dated if required. Company Hazard register is refreshed with all staff annually .
- . Weekly Tool Box meetings will be held every Monday morning all staff must attend, any issues arising from these meetings will be reported back to management. Management will endeavour to resolve these issues and report back to staff at the next Health and Safety Monthly meeting or earlier at the next Tool box meeting.
- . Monthly Health & Safety meetings will be held all staff must attend issues will be discussed and any issues raised will be actioned. Management will endeavour to remedy any issues before the next meeting.
- . Site Specific Inspections will take place on a regular basis each month to ensure staff are working within the companies Health and Safety Policy
- . Ensure our subcontractors are aware of their responsibility to Health and Safety in the workplace.
- . Ensure all incidents are reported and investigated promptly and will be discussed with staff at either a Tool box meeting or the Monthly Company Health and Safety Meeting. If the incident is one that Management are not trained to deal with Management will seek external assistance .
- . In the event of a serious harm incident / event being witnessed or happening, Staff are aware that they are to contact Paul or Trish immediately so that management can seek specialist advice or/and tests to manage any post critical event symptoms.  
Management will liaise and work closely with the specialist involved to

encourage and manage early return to work for staff involved and any further testing that maybe required .

- Management will make available exit testing of staff if in the event Management or employee feels it is appropriate to have a result prior to staff ending their employment with WH Kelly Ltd

### **Manager and Site Foreman's have responsibilities to ensure that:**

- Staff are trained in, and use, safe methods of work for all jobs and trainees will be competency assessed from time to time.
- Staff show they understand that accident prevention is an essential part of their job.
- Staff comply with all relevant health and safety rules, codes of practice, standards, statutory acts and regulations.
- Staff know who to contact should they require assistance or advice. And know where to find Emergency procedures in the event of an incident
- Carry out Emergency drill and emergency procedures from time to time
- Staff comply with Company incident reporting
- Staff have the company Hazard Register available. (A copy is held in the Health and Safety Manual in every vehicle).

All supervisors and staff have a responsibility to help create a concern for the safety of people by personal example.



## Hazard Identification

Perhaps the most important part of a Health and Safety programme is to identify what hazards currently exist. Once hazards are identified we can work out ways of dealing with each of them. Once we have identified the range of hazards we are faced with – we then need to identify how significant the hazard is.

When considering the range of hazards we consider all hazards

- . including those relating to job, design, work organisation, and hazards faced by employees working off-site
- . that occur when any new/modified equipment, material or process is introduced to the workplace
- . tasks where health monitoring and management are required

Then we will record all identified hazards in an up to date Hazard register .

A hazard is deemed significant as defined by the Health and Safety in Employment Act 1992.

“Significant hazard “means a hazard that is actual or potential cause or source of:-

- a) Serious harm\* : or
- b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent of the frequency of the person’s exposure to the hazard; or
- c) Harm that does not usually occur, or usually is not detectable, until a significant time after exposure to the hazard.

If the hazard is significant we must firstly decide if it is practical to eliminate it altogether. If this is not possible we should try to isolate the hazard. If this is not practical we should try to minimise the hazard as much as possible. All significant hazards are recorded in our Hazards Register.

\* Serious Harm definition – The HSE Act defines serious harm as:-

1. Death.
2. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function : respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burns of eye, penetrating wound of eye, bone fracture, laceration, crushing.
3. Amputation of body part.
4. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
5. Loss of consciousness from lack of oxygen.
6. Loss of consciousness, or acute illness requiring treatment by registered medical practitioner, from absorption, inhalation, or ingestion of any substance.
7. Any harm that causes the person harmed to be hospitalised for a period of 48 hrs or more, commencing within 7 days of the harm’s occurrence.

### Controlling Hazards

When we are considering hazards we use the following process or guide for establishing Hazards:

- In summary:
- Step 1 - Identify Hazard.
  - Step 2 - Is the Hazard Significant?
  - Step 3 - Can we eliminate the Hazard? (if "no" go to 4)
  - Step 4 - Can we isolate the Hazard? (if "no" go to 5)
  - Step 5 - Minimise the Hazard.

Refer also to the Hazard Flow chart Appendix 2 of this manual to show the process of recognising a hazard.

Refer to the Hazard register for Hazard controls Appendix 1 of this manual.

Where we can not eliminate or isolate a hazard completely, we should plan to minimise the hazard. This should be done by wearing appropriate protective clothing or equipment and using suitable safety devices, and using safe work methods.

This is the method we use to identify significant on site hazards.

Use Specific Site Safety forms to identify Site hazards these must be completed before starting any jobs. These hazard forms must be returned to Management with your job Sheet.

Basic protective clothing includes: steel toe capped boots (which must be worn at all times), hard hats, ear muffs, protective glasses or goggles, and gloves. When to wear these items and others will be identified in our company Hazard register appendix 1 of this manual.

It is your responsibility to wear appropriate protective clothing and safety devices, and to ensure that such equipment is in good condition before starting work. You should have the basic protective equipment as part of your regular range of tools. If you do not and are unsure of what you need, or where to get them from, please ask management. Staff will be issued with the appropriate protective clothing on commencement and will be required to sign each time you receive replacement of your personal issue.

When purchasing new equipment or machinery management will ensure that a task analysis will be carried out prior to its use to establish if any significant hazards are related to its use. Management will update Company Hazard register and advise all staff if a hazard is established.

### Personal Protective Equipment

It is essential that you use the correct safety equipment whilst on the job. To minimise the risk of injury or illness you should study our company Hazard Identification Register appendix 1 of this manual.

Standard items of personal protective equipment include:

- Toe capped boots or gumboots (to be worn at all times)
- Hard hats
- Hi Visibility vests
- Sun hats

Most machinery that necessitates the use of such equipment is usually hired. If you do not have the appropriate equipment as part of your tool kit you should hire them at the time of hiring the machine concerned.

Failure to wear appropriate personal protective equipment will be viewed seriously and may result in a formal warning. Make sure you understand when to wear protective equipment and take the extra time to do so.

Site Manager regularly checks personal protective equipment and safety devices, staff will be issued with replacements when required. It is also every employee's responsibility to identify when personal protective equipment of safety devices needs to be replaced and bring this to the attention of Senior management

Items such as Ear Muffs, gloves, protective glasses/goggles are provided with our equipment.

I.e.: Concrete Saw – ear Muffs, Protective glasses/goggles are provided

All safety equipment can be purchased from Mico's Equip Safety or Industrial Footwear and Safety Limited, on Cameron Road. When purchasing replacement items you must contact Senior management for approval.

### **Hazard Management**

Management when assessing significant hazards will ensure that those heading hazard management will be appropriately trained. Trainers will be chosen on their experience and competency within the company.

. where specialist expertise is not available internally specialist advice will be sought

. we would consult with;

Appropriately qualified and experienced experts in their field

**Department of Labour  
Employment Relations & Health and Safety  
Western Bay of Plenty District  
Promed House  
Cnr 10<sup>th</sup> Avenue and Edgecumbe Rd  
Tauranga  
Phone: 0800 20 90 20**

The address of the local OSH office is PO Box 66 Tauranga.

Or our designated

#### **Occupational Health Nurse**

**Marietta Duffy- Burgess  
Professional Health Services NZ Ltd  
616 Maunganui Rd  
Mt Maunganui  
Ph : 572 5086  
Mobile : 027 2767224**

Management will display a commitment to all staff and provide appropriate tests when necessary to endeavour to prevent the possibility of health problems arising due to prolonged use of machinery and materials. These tests will be undertaken by our Occupational Health Nurse.



### Accident Investigation

W H Kelly will investigate all incidents and appoints the Manager to formally investigate the incident and advise what action will be taken.

The Manager must advise the Department of Labour of a serious harm accident within 48 hours and follow up with a written report within 7 days.

All accidents at work that result in \*serious harm or might have resulted in serious harm in different circumstances, are to be reported immediately and investigated immediately by management. The main outcome of any investigation is to establish if the accident was the result of a hazard.

All Serious Harm Accidents must be advised

When there has been an accident that has seriously harmed someone, as a rule, the scene of the accident is not to be interfered with. Exceptions to this rule are that you can move things:

- To save life, prevent harm or relieve suffering
- To maintain access of the general public to essential services or utilities
- To prevent serious damage or loss of property
- Where the accident involves a motor vehicle on a public highway

Remember: If someone has been seriously injured, give them all the assistance you can, but leave the accident site as unchanged as possible so that investigators can try to prevent a similar accident occurring again.

*\*Serious harm has a rather complicated legal definition. We suggest that a form is filled in if someone seeks first aid or medical help, and is off work for more than four hours for treatment or recuperation.*



### Accident Reporting

If you have an accident that makes you stop work for a few minutes, for example, to wash a cut or put a band aid on it please make a note in the Minor Accident register as soon as practicably possible the register is kept at the workshop. You are also required to complete a company incident report so to enable management to manage incident trends.

You need to write:

- Your name
- The date of the incident
- What you were doing, and
- The nature of the accident.

Please note that if a minor accident were to develop complications and become more of a problem, this note in the book helps show that the accident occurred at work for ACC purposes.

If you have an accident where serious harm occurs, make sure your Supervisor or the Manager is informed immediately. If an accident or even a near miss has occurred you must fill out our company incident report and advise management so an investigation can be completed. A supply of these forms is kept in the office and also in your Health and Safety Folder in each vehicle.

If a serious harm incident occurs Management will investigate the incident and then forward on the appropriate form to OSH within 7 days.

The Management of W H Kelly has a commitment to the staff to seek expert advice and tests after any event or incident if any employee has witnessed or suffered from any stress or serious harm from an event or incident.

Any employee suffering from witnessing or being exposed to a critical event or incident should contact the Manager immediately so that tests and expert advice can be sort immediately.

Management will ensure that advice and tests will be requested immediately from our Occupational Health Nurse so that a debrief or/and counseling can be given.



## Return to Work

Where the employee has had a work or non work related accident the employee must advise Management immediately. All incident reporting must be completed for work related incidents. Employees must ensure they get a Medical Certificate Outlining the period of time expected to be absent from work. The medical certificate must be brought to the employer as soon as practicably possible.

While the employee is absent from work they are required to call the employer once a week to advise of the status of the injury and any other relevant information.

The employer is committed to liaise with the employee and their ACC Case Manager to assist in creating a return to work programme where appropriate on a case to case basis.

Prior to any employee returning to work the employee must provide a medical certificate to Management advising that the employee is fit to work in this environment with the hazards that are present.

The Employee must understand that if the employee is given a Medical Certificate for light duties, in some cases this would not be suitable.

## Training

You will receive training to help you to work effectively and safely. Instruction may be given in a formal setting or on-the-job, in group sessions or on a one-to-one basis.

All Trainers will be chosen on their experience and competency, only persons with a high level of competency will be utilised for training. Management will ensure after any training session that staff will be given a competency assessment to show what they have understood.

There will be an emphasis on safety in all your training and management will endeavour to ensure all staff are aware of what precautions to take when facing the hazards identified on each job.

If you feel that you require more training on anything related to your health and safety on the job, please make management aware. Please do not assume things when it comes to safety. *If you are unsure ask.*



### **Protection of Employees from Workplace Sun**

W H Kelly recognises that skin cancer is a major health risk for New Zealanders, including outdoor workers, who are often exposed to excessive levels of solar ultraviolet radiation (UVR)

Because UVR produced by the sun can cause skin cancer and damage to the skin and eyes the company has established a sun protection policy that is implemented during peak UVR periods. The peak UVR periods are from the beginning of September to the end of March, especially between the hours of 1100 to 1600.

All employees are to practice safe sun practices by applying sun block to areas of the skin that is exposed to UVR and by wearing appropriate clothing to prevent or protect skin from being burnt.

Management supplies each employee with a sunhat which is expected to be worn. Sun block SPF 30+ is found in each company truck and all employees are responsible for advising Management if a replacement is required. Sunblock must be stored in a cool place in the truck preferably the glovebox, as it needs to be stored below 30 degrees.

All employees are responsible for themselves and should ensure they do not become dehydrated while working during the periods of hot weather.

Management will review/ monitor this policy on a regular basis



## Safety Information

Several booklets are located beneath the drawing desk which cover a variety of safety related topics particular to this job. These publications include:

- \* Drainage standards AS NZS3500
- \* T C C, Infrastructure development code, IDC 2011
- \* Plumbing and Drainage guide Nov 2004
- \* Transit Code of Practise Temporary Traffic Management
- \* Enviroment B O P -Onsite Effluent treatment Regional Plan Dec 1996  
Incorporating Plan change No 1 December 2002
- \* Public Safety - our obligations towards protecting the general public
- \* Occupational Health - First Aid for the Workplace
- \* Code of Practice on Safe Use of Electricity 1986
- \* Powder - Powered Tool Guide 1983
- \* Road Works Safety Guide
- Code of Practice for Roll over Protective Structures for Earth Moving  
Machines
- Safety Supervisors Guide 1987
- \* Excavations 1988 - A guide to safe practices during excavation
- A Guide to the Health & Safety in Employment Act 1992
- A Guide to Managing Health & Safety
- \* Drainlaying - Safety
- Biolytix manual

Those marked with a \* are particularly important. If you are unsure of safe work practices for any of these topics, it is strongly recommended you read the appropriate booklet or seek advice from management **before** starting the job concerned.

The publications marked in **RED** are kept in the Office please seek advice from Management if there is any information you require from any of these publications.



## EMERGENCY/EVACUATION PROCEDURE

In all cases of Emergency the most senior person on site is responsible for ensuring that everyone on site is accounted for .

### 1. FIRE

In the event of a fire in these premises evacuate the building in a calm orderly fashion immediately and assemble outside on the grassed area beside the Depot.

The most senior person on site is responsible for ensuring that everyone has evacuated the building and are accounted for at the assembly area.

The first person to evacuate the building shall ensure that emergency services are contacted.

*Please note the locations of fire extinguishers:-*

- On the wall inside the workshop
- On the wall above the fridge in the kitchen in the office

*Please note the location of a fire hose outside of main entry/exit doorway of the workshop.*

**Only attempt to contain fire with the above devices if there is no risk to your personal safety.**

### 2. Earthquake

Where practical evacuate building and assemble at the above mentioned assembly point. If this is not practical take cover beneath a desk or doorway.

Responsibilities for accounting for people on sight etc are the same as in the above section on fire.

### 3. Personal Emergencies

A first aid kit is located in the the workshop beneath the drawing desk and in each vehicle.

To contact emergency services remember that if dialling from a phone on these premises dial **1** to get an outside line.

Refer also to First aid emergency procedures in each Vehicle manual supplied by Heart and Healthcare Services

### 4. Trench Collapse

Refer to company Hazard Register and Specific Emergency procedures.

You will find this information in your Health and Safety folder held in each vehicle.

### 5. Presence of Gas in Trench

Refer to company Hazard register and Specific Emergency procedures  
You will find this information in your Health and Safety folder held in each vehicle.

### 6. Underground Power/Phone

Refer to company Hazard register and Specific Emergency Procedures  
You will find this information in your Health and Safety folder held in each vehicle.

### 7. Digger rollover

Refer to company Hazard register and Specific Emergency Procedures  
You will find this information in your Health and Safety folder held in each vehicle.

### 8. Motor vehicle accident

Refer to company Hazard register and Specific Emergency Procedures  
You will find this information in your Health and Safety folder held in each vehicle.

### 9. Diesel spills

Refer to company Hazard register and Specific Emergency Procedures  
You will find this information in your health and Safety folder held in each vehicle.



### HEALTH & SAFETY IN EMPLOYMENT ACT 1992 CONTRACT CLAUSES AND CONDITIONS BETWEEN WH KELLY LTD AND OUTSIDE CONTRACTORS

This contract is between WH Kelly Ltd and \_\_\_\_\_  
(Contractor).

This contract is to be read in conjunction with the Health and Safety Legislation in operation at this current time. Specifically the Contractor undertakes:

- 1) To take all necessary steps to ensure compliance at all times with all relevant Health and Safety Acts, Procedures, Standards and rules either under the law or " WH Kelly Ltd's" own policy. The Contractor must also be aware of relevant Health and Safety procedures.
- 2) To take all practical steps to ensure that no employee of "WH Kelly Ltd", the contractor or subcontractor, any member of the public, or any other person, is harmed in any way, by his or his employees actions.
- 3) To comply with any direction or requirement of a properly authorised agent of "WH Kelly Ltd" in relation to the implementation or **all practical steps** to ensure that no person is harmed by the contractors activities.
- 4) The Contractor shall report to "The Company", any accident, incident or near miss, as soon as possible and "The Company" shall also receive a copy of accident reports where a person has been harmed or might have been harmed, within 24 hours of the event.

"The Company" retains the right to enter the workplace and inspect the safety procedures at any time. If, in the opinion of "The Company", the contractor is in breach of current legislation, safety procedures, practices or standards, the contractor must stop work immediately and only recommence when all Safety standards and requirements have been complied with.

SIGNED: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

**Date:** \_\_\_\_\_

**WH KELLY LTD**

SIGNED: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR THE CONTRACTOR**



### **Appendix 1 : WH Kelly Hazard Register**

To help identify hazards we should call upon the experience of those doing the job (ie: you) Other activities such as physical inspections, task analysis and reviewing previous accident help identify hazards

Each vehicle has a company Health and Safety folder this contains the following

**Current Company Health and Safety policy**

**Company Hazard Register** - which will be updated as required

**Site Specific Hazard identification forms** which need to be completed before commencing work on each site . Upon completion of the job this form shall be returned with the job sheet.

**Emergency response guidelines**

**Confined Spaces Guidelines**

**Weekly/Monthly safety check list**

**Incident report forms** - these must be filled out when ever there is an incident even a near miss and handed into management so a formal investigation can take place.

### **Appendix 2 : W H Kelly Flow chart for identifying a Hazard**



### Declaration

I \_\_\_\_\_ have read the Health & Safety manual of W.H. Kelly Limited. I understand its contents and my obligations.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

