

# Health & Safety Management Plan

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## **Aerial Capital Group NZ Limited**



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# Health and Safety Policy Statement

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Passenger Service Licence holders

**Aerial Capital Group NZ Limited** is committed to maintaining a safe and healthy working environment for all Employees, Owner Operators, Passenger Service Licence holders, customers and people in the vicinity of where we are working. Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage, illness or loss of any kind.

We will ensure the safety of everyone by:

- ✓ Providing and maintaining a safe working environment.
- ✓ Providing facilities for health and safety .
- ✓ Ensuring all plant and equipment provided by us is of a safe standard.
- ✓ Ensuring all workers and other people at (or in the vicinity) of the place of work are not exposed to unmanaged or uncontrolled hazards.
- ✓ Ensuring all Owner Operators and Passenger Service Licence holders and implement emergency and evacuation procedures.
- ✓ Setting health and safety objectives and performance criteria for Contract Owners and Passenger Service Licence holders.
- ✓ Encouraging accurate and timely reporting and recording of all incidents and injuries.
- ✓ Investigating all reported incidents and injuries to identify all contributing factors and, where appropriate, formulating plans for corrective action.
- ✓ Actively encouraging the early reporting of any pain or discomfort .
- ✓ Ensuring that all Owner Operators and Passenger Service Licence holders and employees are made aware of the hazards and associated risks in their work areas and provide a platform for ongoing reporting via the Contract Owners and Passenger Service Licence holders.
- ✓ Encouraging the Owner Operators and Passenger Service Licence holders to participate in all health and safety matters.
- ✓ Promoting a system of continuous improvement, including monthly reporting from the Owner Operators and Passenger Service Licence holders and annual reviews of policies and procedures.
- ✓

To achieve this we will:

1. Ensure the Owner Operators and Passenger Service Licence holders systematically identify all hazards, and control the associated risks in our workplace. Where there are significant risks the Owner Operators and Passenger Service Licence holders will take, so far as is reasonably practicable, steps to control the risks to prevent any injury, adverse health effects or damage.
2. Ensure the Owner Operators and Passenger Service Licence holders informs all contractors and workers of these hazards, the associated risks and the controls.
3. Ensure the Owner Operators and Passenger Service Licence holders properly trains and supervises their employees until they are assessed as being competent, including an induction process for new employees.
4. Ensure the Owner Operators and Passenger Service Licence holders informs all workers of emergency and evacuation procedures.

5. Ensure the Owner Operators and Passenger Service Licence holders reports all incidents, near misses and accidents in our workplace to the Managing Director, and take all reasonably practicable steps to prevent these events from happening.
6. Ensure the Owner Operators and Passenger Service Licence holders are given reasonable opportunities to participate and engage effectively in ongoing processes for the improvement of health and safety in our workplace. The Contract Owners and Passenger Service Licence will be responsible for ensuring similar processes are carried out..
7. Ensure that the Owner Operators and Passenger Service Licence holders have their own health and safety plan.
8. In the case of conflicts between this health and safety plan and the health and safety plan of the Owner Operators and Passenger Service Licence holders, the content of this plan will prevail.
9. Ensure health and safety is discussed at all board meetings and that the Owner Operators and Passenger Service Licence holders monthly report is reviewed, discussed and appropriate action taken if necessary.

Signed: ..... Dated: .....

**Mark Bramston, Managing Director, Aerial Capital Group NZ Limited**

# Roles and Responsibilities

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## PCBU

### Definition

Person Conducting a Business or Undertaking (PCBU). This is the legal entity or in the case of a sole trader, it could be a person. In our business the PCBU is Aerial Capital Group NZ Limited.

### Responsibilities

As a PCBU we must ensure, so far as is reasonably practicable, the health and safety of all of our workers, Shareholders, contractors and other persons in our workplace are not put at risk by our work. This is called the primary duty of care.

## Officer

### Definition

An officer is a person who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. In our PCBU the officer is the Managing Director, Mark Bramston, the Chairman, Kim Hancock, and the Chief Operating Officer, David Lawless.

### Responsibilities

Officers will exercise due diligence to ensure the PCBU meets its health and safety obligations.

## Worker

### Definition

A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker.

### Responsibilities

Workers duties are to take reasonable care for his or her own health and safety, take reasonable care that his/her omissions or acts do not adversely affect the health and safety of other persons, comply with the health and safety instructions of the PCBU and cooperate and comply with the PCBU's policies.

## Multiple PCBU's

Aerial Capital Group NZ Limited engages Owner Operators who in turn engage Passenger Service Licence holders. Owner Operators and Passenger Service Licence holders are officers.

### Responsibilities

All PCBU's have overlapping duties. Aerial Capital Group NZ Limited will as far as reasonably practicable consult, cooperate and coordinate activities with the Owner Operators and Passenger Service Licence holders and expects this to be reciprocated by the Owner Operators and Passenger Service Licence holders to manage health and safety in the business..

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## **Other Persons at Workplace**

Examples of other persons at workplaces include workplace visitors, customers and suppliers.

### **Responsibilities**

Aerial Capital Group NZ Limited takes all reasonably practical steps to ensure the health and safety of other persons when on site.

## **Workplace**

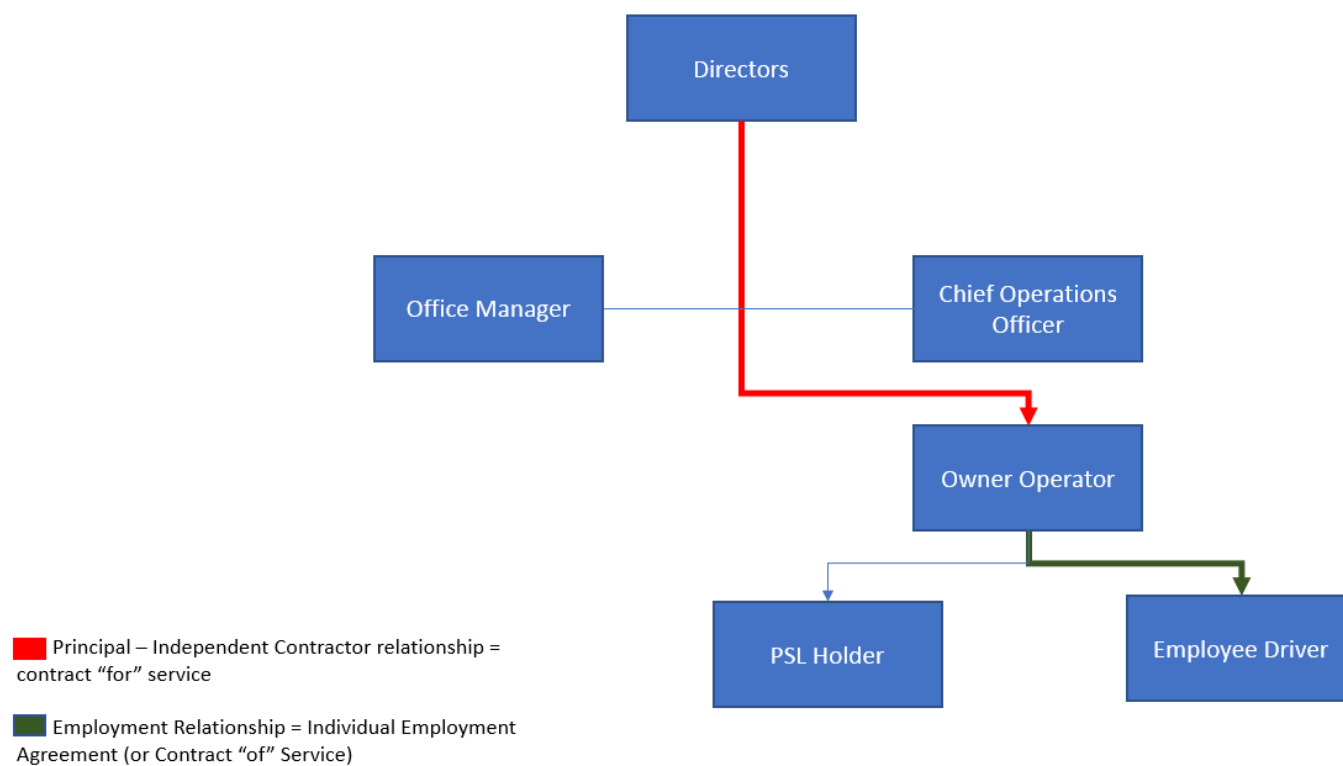
### **Definition**

A Place where work is being carried out, or is customarily carried out, for a business or undertaking; and includes any place where a worker goes, or is likely to be, while at work.

For clarity, in our business the workplace includes our premises at 684 Tremaine Avenue Palmerston North and 24 Walker Street, Christchurch. It also includes the Taxi vehicles and any third party sites that we may visit during the course of work.

### **Responsibilities**

All workers will be required to ensure they are familiar with and follow any health and safety procedures for the particular site they are working on. The Director or their assigned representative will be responsible for liaising with other PCBU's as required to ensure each are aware of the other's health and safety policies.



## Board of Directors

**Aerial Capital Group NZ Limited** is committed to providing a healthy and safe workplace. This requires business wide commitment and the assignment of responsibilities at all levels of our business.

The Board of Directors is ultimately accountable and has overall responsibility for ensuring that the organisation complies with the Health and Safety at Work Act 2015 and associated regulations and codes of practice. The Board also has responsibility for ensuring that our annual strategic planning, including resource allocation, encompasses and promotes workplace health, safety and wellbeing. The Board are aware of Aerial Capital Group NZ Limited critical safety risks and will review our health and safety performance, ensuring that valid health and safety objectives are set, measured and achieved.

We understand individual Directors are officers with specific due diligence obligations under the Act, as set out below. We will discuss health and safety matters at board meetings and within the Risk Committee and will monitor and review health and safety with a view to continuous improvement.

As Directors we are responsible for providing quality advice and guidance on health and safety standards and assisting management to promote a positive health and safety culture. We will do this by;

- Overall compliance with the Health and Safety at Work Act 2015 and associated regulations and codes of practice.
- Ensuring that the Owner Operators and Passenger Service Licence holders are aware of Aerial Capital Group NZ Limited's expectations in relation to health and safety (as set out below).
- Awareness and understanding of the critical health and safety risks in the business and knowledge of work health and safety matters in general.
- Reviewing health and safety performance in the business ensuring that valid health and safety objectives are set, measured and achieved.
- Discussing health and safety matters at each governance meeting and monitoring and reviewing health and safety with a view to continuous improvement.
- All health and safety matters related to the business are addressed appropriately.
- Compliance with all of the components set out in this health and safety management plan when undertaking related activities.

Aerial Capital Group NZ Limited expects the Owner Operators and Passenger Service Licence holders, who manages the operations of the taxis and their workers, to undertake the following:

- Ensure all strategic planning and operational activities encompass and promote workplace health, safety and wellbeing.
- Continuous development and implementation of a robust health and safety management plan for the business that aligns with Aerial Capital Group NZ Limited's health and safety management plan and which specifically includes;
  - A comprehensive risk/hazard register outlining the potential harm, risk rating and appropriate controls.
  - Appropriate emergency procedures.
  - Managing and supplying appropriate first aid provisions.



- Having appropriate systems in place for incident, accident, work related illness reporting.
- Ensuring all workers are complying with the Owner Operators and Passenger Service Licence holders health and safety management plan and are adequately inducted, communicated with and trained.
- Ensuring any contractors they engage have been pre-qualified for compliance with health and safety and receive a full health and safety induction to the business.

Aerial Capital Group NZ Limited recognises the following as dual obligations for themselves and the Owner Operators and Passenger Service Licence holders:

- Having up to date knowledge of work health and safety matters;
- Assisting each other with development and implementation of health and safety policies;
- Auditing the implementation and compliance of health and safety policies and procedures within the business;
- Setting health and safety key performance indicators (KPI's);
- Monitoring health and safety performance;
- Ensuring employees and contractors that each party engaged are appropriately inducted and trained in health and safety policies and procedures;
- Ensuring effective mechanisms are in place for employees to raise health and safety issues and that these are addressed;
- Ensuring all accidents/incidents/near misses are accurately reported, recorded and investigated;
- Participating in the hazard identification, assessment and control program including regularly reviewing hazards and their controls and updating the risk register;
- Ensuring the proper hazard controls are provided and being used;
- Ensuring maintenance checks are completed in accordance with relevant policies;
- Ensuring emergency procedures and practice evacuations are implemented;
- Assessing competency and ensuring necessary training is completed and recorded.

## Workers

All Employees, Owner Operators and Passenger Service Licence holders and Contractors are inducted into **Aerial Capital Group NZ Limited** and their role. They are provided with information on hazards, their controls and what to do in the event of an incident or emergency. They are responsible for taking reasonable care of their own health and safety and the health and safety of others who could be affected by their acts.

To do this they are expected to:

- Practice safe working methods and ensuring tasks are not carried out without the proper controls in place;
- Follow health and safety procedures and policies;
- Protect themselves, their fellow workers and any other party, from unsafe situations by carrying out their duties in a safe and responsible manner;
- Actively encourage safe behavior in the workplace;
- Participate in the hazard identification, assessment and control program;

- Ensure they understand the hazards that affect their jobs and the control measures in place; and
- Report any hazards, accidents, incidents or work related illness.

# Review Policy

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## Policy

Aerial Capital Group NZ Limited will review and maintain this Health and Safety Management Plan (HSMP) as a quality living document. As a company, we are dedicated to continuous improvement in health and safety. The HSMP will be systematically reviewed and evaluated in accordance with the following procedures.

## Review Procedure

The review process will include:

- Annual external review;
  - Monthly checklists;
  - Review of internal practices;
  - Review of employee meetings;
  - Post critical event reviews;
  - Hazard and risk management review.
1. The review processes will be carried out in consultation with employees, Owner Operators, Passenger Service Licence holders, the Managing Director and the Chief Operations Officer.
  2. The result of any reviews will to be discussed and reported to all employees Owner Operators and Passenger Service Licence holders, including management and the Managing Director.
  3. At Aerial Capital Group NZ Limited's request Progressive Consulting will update and review the Health and Safety Management Plan in accordance with this procedure.
  4. Management will be required to attend regular training and keep up to date with both the legislative requirements and relevant industry guidelines. To do this we will attend health and safety training, discussions and forums.
  5. Following any formal review and changes to the document will be re-signed and dated as appropriate.

## Annual External Review

An external review will be undertaken on an annual basis by a qualified provider. The review will ensure the HSMP:

- Complies with current legislation including the relevant regulations;
- Complies with relevant codes of practice, industry guidelines and WorkSafe NZ guidance;
- Is understood and implemented effectively within the business;
- Is practical and appropriate for the work environment;
- Adequately assists in progressing health and safety objectives and targets.

Where practical, Aerial Capital Group NZ Limited shall attend to any identified deficiencies as soon as possible and within one month of receiving the report.

Review Date:	/ /2018		Version __
Review Date:	/ /2019		Version __
Review Date:	/ /2020		Version __

## Management Review

On an annual basis, all policies and procedures in the health and safety system, including this Review Policy, must be reviewed by the Management to ensure that they remain effective and suit the needs of our business. The purpose of the review is to ensure its continuing suitability, adequacy and effectiveness.

- Suitability – fitness of the management system for its defined purpose – policy, processes, procedures, controls;
- Adequacy – is integrated management system sufficient to meet requirements – legislative, regulatory, organisational, contractual;
- Effectiveness – extent to accomplishing planned activities and achieving planned results.

We will ensure all relevant documentation and information has been circulated prior to any management review meeting.

Any changes or amendments need to be discussed and communicated to all affected workers.

## Post Critical Event Review

Health and safety management will be reviewed after any event which may have a bearing on Health and Safety practices. This will be initiated by Aerial Capital Group NZ Limited, or their appointed representative.

This includes, but is not limited to:

- A notifiable injury or illness;
- A major incident involving property damage;
- A notifiable incident;
- A potentially serious near miss incident;
- Any change in major work procedures;
- Any change in operations; and
- The introduction of new or altered machinery/equipment.

The process of review will consider:

- The main contributing factors to any injury, incident or injury;
- Whether current policies and/or procedures are sufficient to prevent or minimise a recurrence of an injury, incident or injury;
- Any new hazards or risk;
- Whether employees have an adequate understanding of their responsibilities; and
- Whether additional employee training or information is required.

## Hazard and Risk Review

Aerial Capital Group NZ Limited will maintain a risk register in combination with Passenger Service Licence holders and Contract Operators. Hazards and risks identified must be updated on the risk register as soon as possible, adequate controls put in place and employees and other relevant persons, including contractors must be informed.

The Owner Operators and Passenger Service Licence holders shall also review all currently identified hazards and their associated risks, listed in the Risk Register, every six months or sooner as required. The review shall confirm the status of current hazards and risks. The review will also verify the effectiveness of the controls in place and ensure these are reducing the associated risks.

The review shall confirm the status of current hazards and risks.

In addition, Owner Operators and Passenger Service Licence holders shall inspect the workplace on a regular basis to identify any additional hazards that have not already been identified during the six month hazard review.

As part of this review accident, incident and near miss data will be analysed. Analysis will include the following:

- Number and cost of injuries, accidents, absences and near misses;
- Types of injuries that have occurred;
- Types of illness' that have occurred;

- Hazards and risks involved in the injuries;
- Work areas or tasks that have a high number of injuries, accidents or incidents; and
- Pattern of injury in terms of time of day or weekends.

## **Governance Review**

The Directors will meet on a monthly basis. As part of this regular discussion health and safety will form part of the agenda.

Prior to the Directors Meeting, the Managing Director shall provide the completed Management Checklist and provide the required details to the Directors.

The Health and Safety Governance Agenda will be used as a base of health and safety matters to be discussed.

## **Monthly Health and Safety Checklist**

The Managing Director shall complete the Monthly Health and Safety Checklist on a monthly basis. Any actions that arise from the Checklist will be rectified as soon as possible and discussed in the Monthly Safety Meeting where necessary.

# Hazard Identification and Risk Management

## Policy

Aerial Capital Group NZ Limited is committed to controlling risks to health and safety so far as is reasonably practicable. We have adopted a risk management approach to underpin our health and safety practices which we require and expect the contractors and shareholders to comply with the same or equivalent system. We will do this by implementing the most effective control measure either by eliminating or minimising the risks arising from aspects of our work. This approach involves all workers identifying hazards, assessing risk, implementing control measures and reviewing how effective the control measures are.

We will carry out hazard identification and risk management as follows:

STEP 1: IDENTIFY HAZARDS

STEP 2: ASSESS RISK

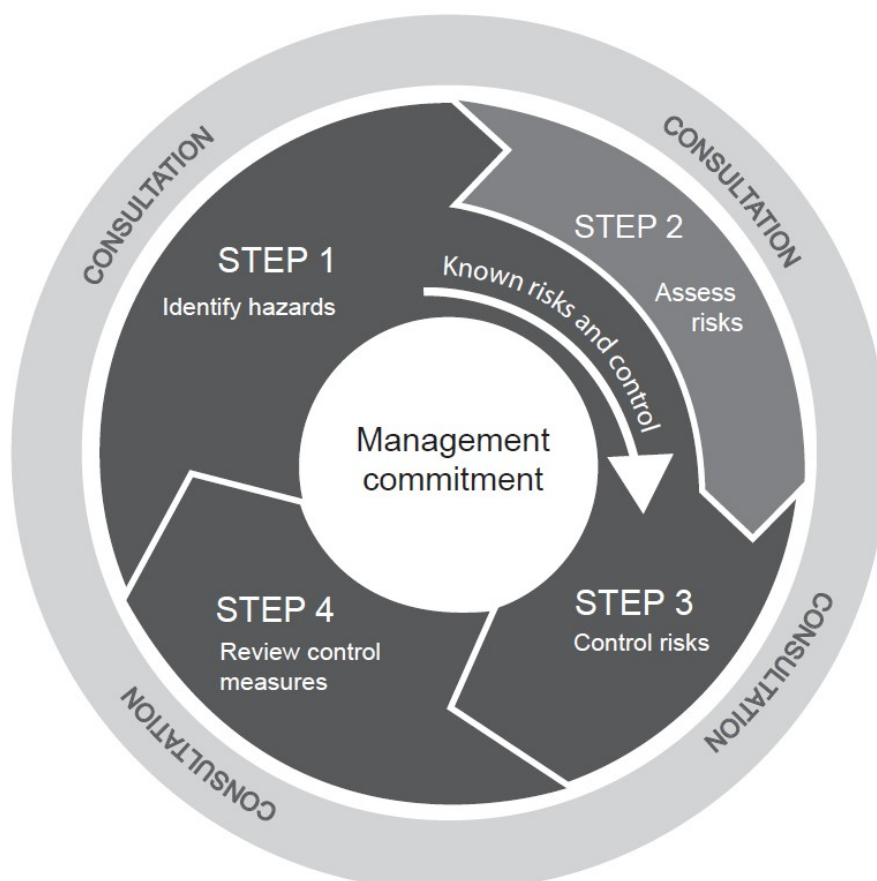
STEP 3: CONTROL RISKS

STEP 4: ENSURE EFFECTIVE CONTROL

STEP 5: REVIEW CONTROL MEASURE

The Managing Director will supply the shareholders and contractors with a risk register. The shareholders and contractors are then required to supply the risk register for risks that they bring to the business. These will be combined to create a master risk register.

All workers are required to participate in the management process, assessing risks and controlling the hazard. An updated Master Risk Register will be provided to the Managing Directors during the monthly reporting process.





## Definitions

### Reasonably Practicable

Deciding what is reasonably practicable to protect people from harm requires taking into account and weighing up all relevant matters, including;

- The likelihood of the hazard or risk concerned occurring
- The degree of harm that might result from the hazard or risk
- Knowledge about the hazard or risk, and ways of eliminating or minimising the risk
- The availability and suitability of ways to eliminate or minimise the risk, and
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated, including whether the cost is grossly disproportionate to the risk.

### Hazard

Hazards at work may include; manual handling, working alone and bullying and violence at work. It also includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person.

### Risk

Is the possibility that harm (death, injury or illness) may occur when exposed to a hazard.

### Risk assessment

In practical terms, a risk assessment is a thorough look at our workplace to identify those things, situations, processes, etc that may cause harm to people. After identification is made, you evaluate how likely and severe the risks is, and then decide what measures should be in place to effectively prevent or control the harm from happening.

### Risk Control

Means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

## STEP 1: IDENTIFY HAZARDS

Find out what could cause harm.

To identify hazards in our workplace we will consider our physical work environment, the equipment, plant, machinery, materials, substances used and we will look at the way tasks are performed. We will consider information provided by WorkSafe NZ about hazards and risks relevant to our workplace.

New hazards are always going to develop and enter the workplace over time. We will systematically identify new or developing hazards and risks:

- When changing work practices, procedure or environment;
- Prior to completion of design work for new or refurbished premises;
- Prior to the procurement of new equipment or materials;
- Through regular workplace inspections;
- Through reviewing hazard, accident, and incident data;
- When new information or legislative updated become available;
- When responding to concerns raised by workers, health and safety representatives or others;
- Through task analysis.

It is important that everybody report new hazards, assess and understand the risks and implement the most appropriate controls.

We will consult with our employees to understand any hazards or risks they have identified. We will maintain a risk register. We will list all hazards on the risk register and workplace map if applicable.

## STEP 2: ASSESS RISK

Understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.

We will carry out Risk Assessments when;

- A hazard is identified and we have not done one before.
- When a change occurs such as when changes occur to the work equipment, practices, procedures or environment.
- As part of responding to a workplace incident, even where an injury has not occurred.
- Where new information about a risk becomes available or concerns about a risk are raised by workers
- A work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks
- At regularly scheduled times appropriate to the workplace.
- When it is mandatory, for example, under Regulations for high risk activities

We will carry out risk assessment by;

Determining likelihood	Explanation and examples
How often are people exposed to the hazard?	<p>A hazard may exist all of the time or it may only exist occasionally. The more often a hazard is present, the greater the likelihood it will result in harm.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Continuously twisting getting in and out of a vehicle has the potential to cause harm whenever the task is done.</li> <li>Continuously lifting suitcases or other customers' luggage has the potential to cause harm whenever the work is done.</li> </ul>
How long might people be exposed to the hazard?	<p>The longer that someone is exposed to a hazard, the greater the likelihood that harm may result.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>The longer a person is exposed to sitting in the vehicle, the more likely it is that they will suffer back/spine alignment..</li> </ul>
How effective are current controls in reducing risk?	<p>In most cases the risks being assessed will already be subject to some control measures. The likelihood of harm resulting from the risk will depend upon how adequate and effective the current measures are.</p>
Could any changes in your organisation increase the likelihood?	<p>The demand for goods or services in many organisations varies throughout the year. Changes in demand may be seasonal, depend on environmental conditions or be affected by market fluctuations that are driven by a range of events. Meeting increased demand may cause unusual loads on people, plant and equipment and systems of work. Failures may be more likely.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>When workload is high for taxi drivers, there may be the pressure to not take breaks as required by law. Meal and driving breaks are important for professional driver to rest and ensure safety on the road for themselves and others. The increase in workloads increases the potential for human error and the likelihood of harm.</li> </ul>

Determining likelihood	Explanation and examples
Are hazards more likely to cause harm because of the working environment?	Examples of situations where the risk of injury or illness may become more likely: Environmental conditions change.
Could the way people act and behave affect the likelihood of a hazard causing harm?	The possibility that people may make mistakes, misuse items, become distracted or panic in particular situations needs to be taken into account. The effects of fatigue or stress may make it more likely that harm will occur.
Do the differences between individuals in the workplace make it more likely for harm to occur?	New or young workers may be more likely to suffer harm because of inexperience and unfamiliarity. People who do not normally work at the workplace will have less knowledge than employees who normally work there, and may be more likely to suffer harm. These people include contractors, visitors or members of the public.

RISK RATING TABLE				
Likelihood of injury or harm to health	Consequences of injury or harm to health			
	Insignificant No injuries	Moderate first aid/medical treatment	Major extensive injuries	Catastrophic fatalities
Very likely	HIGH	CRITICAL	CRITICAL	CRITICAL
Likely	LOW	HIGH	CRITICAL	CRITICAL
Moderate	LOW	HIGH	CRITICAL	CRITICAL
Unlikely	LOW	HIGH	HIGH	CRITICAL
Highly Unlikely (rare)	LOW	LOW	HIGH	HIGH

### Step 3: Control Risks

Implement the most effective control measure that is reasonably practicable in the circumstances.

#### Definitions

##### Elimination

Physically remove the hazard and its associated Risk

##### Substitution

Wholly or partially replace the hazard with a lesser risk

##### Engineering control

- (a) Means a control measure that is physical in nature; and
- (b) Includes a mechanical device or process

##### Isolation

Put a barrier between yourself and the control

##### Administrative Control

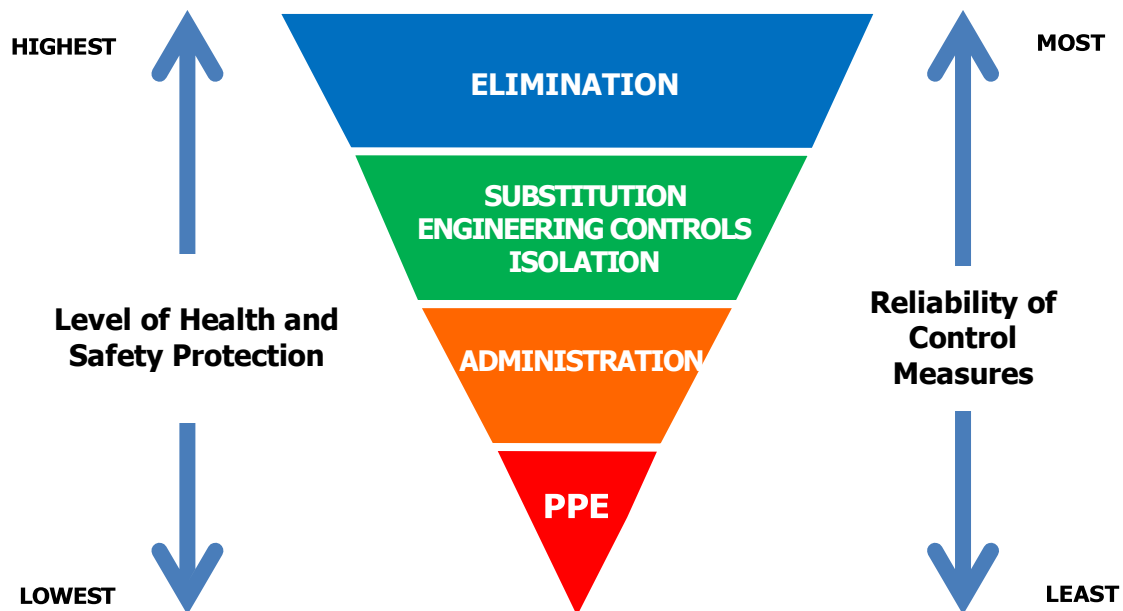
- (a) Means a control measure that is a method of work, process, or procedure designed to minimise risk; but
- (b) Does not include –
  - i. An engineering control; or
  - ii. The wearing or use of personal protective equipment

##### PPE

Personal Protective Equipment (PPE)

## Hierarchy of Control

We will control risks by implementing the hierarchy of controls. The hierarchy of control is a tool where all possible control options are ranked by order of effectiveness. The hierarchy of control is a useful tool, as the order tells us which types of control measure provide a better level of risk control. The higher in the hierarchy of control, the better and more reliable the controls will be as shown in the figure below.



The Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 require all workplaces to implement the hierarchy of control:

- **ELIMINATE:** Physically remove the hazard and its associated risk
- **MINIMISE** by:
  - Use one or more of the following:
    - a. Substitution (wholly or partly)
    - b. Isolating the hazard
    - c. Implementing engineering controls
  - If a risk still remains then you must try to minimise the risk by:
    - Implementing an administrative controls
  - If a risk still remains then you must try to minimise the risk by:
    - Ensuring that appropriate PPE is supplied to and is worn by employees

We will consider various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

Where possible we will implement controls straight away, if we can not implement immediately we will plan to resolve. We will prioritise areas for action, focusing first on those hazards with the highest level of risk.

## **Step 4: Maintain Effective Control Measures**

Anyone who implements a control measure must make sure that it is effective, and maintained so that it continues to be effective. They must make certain that the control is:

- Fit for purpose; and
- Suitable for the nature and duration of the work; and
- Installed, set up, and used correctly.

## **Step 5: Review Control Measure**

Review Control Measure to ensure they are working as planned.

We will regularly review our controls to ensure they are effective in managing the associated risks.

We will do this by:

- Consulting with employees;
- Observations of processes;
- Health monitoring;
- Reviewing accident and incident data to see whether existing control measures are adequate.

In accordance with the Review Policy, the risk register will be reviewed periodically as part of this step.



## INSERT WORKPLACE MAP WITH HAZARDS DRAWN ON

Identify all hazards that a visitor/contractor may potentially come into contact with whilst in the workplace, there will be further hazards from the examples provided above at your workplace that should be drawn on, it is important to identify as many as possible without making your map too difficult to read. These can be drawn on with a code – for example:

Roads = \_\_\_\_\_

“No go” zones = 

### EXAMPLES OF HAZARDS AND EMERGENCY INFORMATION:

- Carparks
- Public roads
- Slippery walk ways
- Chemical cupboards
- Any “no go” areas
- Fire exits
- Fire extinguishers
- First aid kits
- Outside assembly point
- Pedestrian areas
- Forklift use areas
- No pedestrian access area



# Industry Recommendations and Standards

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Where practicable the employer must comply with the Industry Recommendations and Standards published by WorkSafe NZ or comparable organisations. A non-exhaustive list is set out below. Aerial Capital Group NZ Limited is committed to identifying and accommodating any changes to these standards.

## Non-exhaustive list of relevant health and safety publications

- Legislation and Regulations:
  - Health and Safety at Work Act 2015
  - Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
  - Health and Safety at Work (Asbestos) Regulations 2016
  - Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016
  - Land Transport Rule: Passenger Service Vehicles 1999
  - Land Transport Act 1998
  - Smoke-free Environments Act 1990
  
- Introduction to the Health and Safety at Work Act 2015, WorkSafe NZ, March 2016
- Health and Safety Guide: Good Governance for Directors, WorkSafe NZ, March 2016
- WorkSafe Guidelines: Worker Engagement, Participation and Representation, WorkSafe NZ, March 2016
- General Risk and Workplace Management (Part 1), WorkSafe NZ, July 2016
- General Risk and Workplace Management (Part 2), WorkSafe NZ, July 2016
- Transporting Guidance
  - Department of Labour – Unsealed Forest Road Create Dust Hazards, Department of Labour, Dec 2010
  - Workplace Health and Safety in Road Transport, ACC, May 2007
  - Your Safe Driving Policy, ACC and NZTA, August 2007
  - A Guide to Applying Road Safety in the Workplace
  -
- Guidelines for Using Computers preventing and managing discomfort, pain and injury, ACC, November 2010
- Your Safe Driving Policy, ACC, October 2010
- Stress fact sheets
- Healthy Work – Managing Stress and Fatigue in the workplace, 2003

- WorkSafe Guidelines – Preventing and Responding to Bullying at Work (for persons conducting a business or undertaking (PCBUs), WorkSafe NZ, March 2017
- Quick Guides – Preventing and Responding to Bullying at Work: Advice for Small Business, WorkSafe NZ, February 2017
- Quick Guides – Bullying at Work: advice for Workers, WorkSafe NZ, February 2017
- First Aid for Workplaces A Good Practice guide, August 2011
- Guidance Notes for the Protection of Workers from Solar UV Radiation, September 1997

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# Incident and Injury Reporting and Recording

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## Policy

Aerial Capital Group NZ Limited is committed to reporting and investigating accidents, incidents and events in the workplace.

Our policies and procedures aim to ensure:

- The Managing Director must be kept up to date at all times of incidents, injuries, illness, discomfort and investigations occurring on the property.
- All incidents, injuries, illness, and discomfort must be notified by the shareholder or contractor to the Manager immediately or as soon as practical.
- The Managing Director requires the accurate reporting of accidents and incidents on their property and requires the Owner Operators and Passenger Service Licence holders to forward details set out in our accident and incidents reporting forms immediately
- All incidents and injuries are investigated by the Owner Operators and Passenger Service Licence holders; not to place blame or fault, but to identify new hazards and controls and therefore avoid future injuries. Investigations will be forwarded to the Managing Director.
- All affected workers must be informed of the injury, illness, incident, discomfort investigation, i.e. new hazard identified and the hazard controls.
- All notifiable events, involving any person (employee, contractor and other person/s, are reported to WorkSafe NZ as soon as possible by both the Managing Director and the shareholder or contractor.
- All accident, incident, illness, discomfort data will be maintained, collated and reviewed regularly to identify patterns or particularly dangerous work.

## Definitions

### Accident

An event that causes any person to be harmed.

### Incident

In different circumstances, might have caused any person to be harmed.

### Injury/Harm

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

### Notifiable Event

A notifiable event means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.

### Notifiable Incident

An unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section.

## Notifiable Injury or Illness

1. Any of the following injury or illnesses that requires the person to have immediate treatment (other than first aid):
  - The amputation of any body part
  - A serious head injury
  - A serious eye injury
  - A serious burn
  - The separate of skin from underlying tissue (such as degloving or scalping)
  - A spinal injury
  - Loss of bodily function
  - Serious lacerations
2. An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
3. An injury or illness that requires, or would usually require, the person to be have medical treatment within 48 hours of exposure to a substance
4. Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carry out work:
  - With micro-organisms; or
  - That involves providing treatment or care to a person; or
  - That involves contact with human blood or bodily substances; or
  - That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
  - That involves handling or contact with fish or marine mammals;
5. Any other injury or illness declared by regulations to be a notifiable injury of illness for the purposes of this section.

## Incident Procedure

1. In the event of an incident the Owner Operators and Passenger Service Licence holders must notify the Managing Director as soon as possible. If the incident amounts to a notifiable event, follow the Notifiable Event Procedure. This requirement applies to all employees, working family members, visitors, and contractors.
2. The worker must complete the Incidents Register or equivalent. A copy must be provided to the Managing Director.
3. The incident must be investigated by the Owner Operators and Passenger Service Licence holders
  - The Level 1 Investigation Form should be used in the event of any minor incident that is not regularly occurring and does not have the potential to result in a notifiable event.
  - The Level 2 Investigation Form should be used in the event of an incident that is occurring regularly or has the potential to result in a notifiable event.
4. A copy of the investigation report will be provided to the Managing Director.
5. The result of the investigation must be communicated to affected workers including any action taken to control or prevent the incident from reoccurring.

## Accident Procedure

1. In the event of an accident resulting in an injury the Owner Operators and Passenger Service Licence holders must notify the Managing Director immediately. If the accident amounts to a notifiable event, follow the Notifiable Event Procedure. This requirement applies to all employees, working family members, visitors, and contractors.
2. The worker must complete the Accident Report and give this to the shareholder or contractor. A copy must be provided to the Managing Director.
3. The accident must be investigated and appropriate Investigation Form completed:
  - The Level 1 Investigation Form should be used in the event of any minor incident that is not regularly occurring and does not have the potential to result in a notifiable event.
  - The Level 2 Investigation Form should be used in the event of an incident that is occurring regularly or has the potential to result in a notifiable event.
4. The result of the investigation must be communicated to affected workers including any actions taken to control or prevent the accident from reoccurring.

## Work Related Early Discomfort Procedure

1. In the event of an employee experiencing signs of early discomfort potentially caused by a factor in the workplace the Owner Operators and Passenger Service Licence holders must notify the Managing Director as soon as possible.
2. The Early Report Form must be completed. A copy must be provided to the Managing Director.

3. The workplace discomfort must be investigated to determine the root cause. This investigation may include sending the employee to a specialist to seek their professional medical opinion. The result of the investigation must be provided to the Managing Director.
4. The result of the investigation must be communicated to affected workers including any action taken to control or prevent the risk of harm reoccurring.

## **Work Related Illness Procedure**

1. In the event of an employee is suffering an illness which has the potential to relate to factors in the workplace, Owner Operators and Passenger Service Licence holders must notify the Managing Director immediately. Note: If the incident amounts to a notifiable event, follow the Notifiable Event Procedure.
2. The cause of any workplace illnesses must be investigated to determine the root cause. This investigation phase may include sending the employee to a specialist to seek their professional medical opinion.
3. The Managing Director must be kept up to date at all times.
4. The result of the investigation must be communicated to affected workers including any action taken to control or prevent the risk of harm reoccurring.

## **Notifiable Event Procedure**

1. In the event of a notifiable event (death or notifiable injury, illness or incident WorkSafe NZ needs to be notified immediately. If unsure whether the event amounts to a notifiable event, contact them anyway.

Notification must be given by the fastest possible means in the circumstances:

- Phone: 0800 030 040
  - Email: [healthsafety.notification@worksafe.govt.nz](mailto:healthsafety.notification@worksafe.govt.nz)
  - Electronic Notification: [www.forms.worksafe.govt.nz/notifiable-event-notification](http://www.forms.worksafe.govt.nz/notifiable-event-notification)
2. It is the Owner Operators and Passenger Service Licence holders responsibility to take all reasonable steps to ensure the site is not disturbed until authorised by an inspector, except:
    - To assist an injured person; or
    - To remove a deceased person; or
    - That is essential to make the site safe; or
    - To minimise the rise of a further notifiable event; or
    - If under the direction of the Police.
  3. The Owner Operators and Passenger Service Licence holders must keep the Managing Director informed at all times including during the notifying process.
  4. An investigation into the event must occur, sometimes in consultation with the WorkSafe NZ Inspector. The Owner Operators and Passenger Service Licence holders must keep the Managing Director informed at all times including during the notifying process.

5. WorkSafe NZ may require us to give written notice. Written notice will be in the Notifiable Event Form. WorkSafe NZ provides 48 hours notice for this form to be submitted following the PCBU being informed of the requirement to do so.
6. The event and any outcome of the investigation will be reported to affected workers.
7. Records of all notifiable events will be maintained for a minimum of 5 years.



# Emergency Procedures

## Policy

Emergencies are any unplanned events that can have a significant effect on your business. They may involve physical or environmental damage, or injury, harm or death to employees, visitors, contractors, or members of the public.

They may also involve events that disrupt your business operation, even shut it down. The emergency management procedures outline how Aerial Capital Group NZ Limited will respond in the event of an emergency.

All employees are to be familiar with the emergency procedures included in this health and safety management plan. Employees have emergency responsibilities assigned to them and are trained how to carry them out in the case of an emergency:

- Emergency contact details will be displayed in: All vehicles and at the office located at 684 Tremaine Avenue Palmerston North and 24 Walker Street, Christchurch.
- An emergency drill for all employees in the offices is to be conducted at least six Months. These drills are recorded and a note made of any further improvements or training needed. These drills will be run by the building owners, however if they do not have the drills Aerial Capital Group NZ Limited will run their own drill.
- All emergency equipment including first aid kits and fire extinguishers are checked and replenished as necessary by the Managing Director.

<b><u>Emergency Information</u></b>	<b><u>Location</u></b>
Assembly Point/s for office	
Fire Extinguishers	
Fire Alarms	
Fire Hoses	

## First Aid

Aerial Capital Group NZ Limited will take reasonably practicable steps in providing effective first aid arrangements, including supplies and training in the office.

We will ensure:

- Appropriate first aid supplies are provided at the Aerial Capital Group NZ Limited office.(see minimum list below).
- That first aid supplies are accessible to all workers.
- Mobile first aid kits available in vehicles and these are provided by the Owner Operators and Passenger Service Licence holders
- Accident reporting forms are completed in the event that first aid is rendered.
- Ensure that workers have access to an adequate number of other persons who have been trained to administer first aid.

Aerial Capital Group NZ Limited first aid kit supplies will be checked and stocked on a monthly basis or following a critical event. The minimum each kit will contain is as follows

- A manual giving general guidance on first aid.
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work.
- Saline solution.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- Combine dressing.
- 1 stretch bandage.
- 6 safety pins.
- 6 medium-sized, individually wrapped sterile unmedicated wound dressings, about 12 cm x 12 cm.
- 2 large sterile individually wrapped unmedicated wound dressings, approximately 18 cm x 18 cm.
- 2 pair of disposable gloves.
- 1 resuscitation mask.
- Scissors
- Tweezers

All accidents that involve the provision of first aid must be reported as an accident via the Accident reporting form.

## Possible Emergencies

Natural: Earthquake, earth movement/slip, flood, heavy snowfall, tsunami, volcanic eruption.

Man-made: Injury, chemical spill, fire, gas leak, missing person, power failure, and vehicle accident.

Whilst every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below.

## Fire

If you discover a fire:

1. Warn anyone in immediate danger of the hazard.
2. Contact Emergency Services on 111.
3. Do not extinguish the fire unless there is no personal danger to you or anyone else.
4. If indoors and if time permits and there is no danger, close all doors and windows, then evacuate the building.
5. If outdoors ensure that you and any others are removed from the scene and are at no risk.
6. Move to the designated assembly point(s).
7. Walk calmly and quickly and avoid panic, ensuring people with disabilities are assisted by a responsible person.
8. Ensure any visitors are included in the evacuation.
9. Check hidden or remote areas en route to the designated exit point.
10. Ensure all employees remain at the evacuation point until clearance to leave is given. Do not return to the building(s) until given the all clear by the Fire Service.
11. The continuing operation of work will be determined by the nature of the fire and the availability of resources such as building, employees and other resources. The responsibility of whether or not to continue work rests with the Managing Director.

## Earthquake

In an Earthquake:

- Keep calm.
- If inside:
  - Move away from windows, any equipment, objects and shelves that may fall. If operating plant or equipment turn it off first.
  - Take cover under solid furniture such as tables and desks and hold onto the legs until the shaking stops;
  - Stay indoors until shaking stops and it is safe to go outside.
- If outdoors:
  - Move into a clear open space if possible.
  - If operating a vehicle or machinery, turn off, and move into a clear open space if possible and keep away from buildings and power lines.

When the shaking stops:

1. Keep calm and ensure your personal safety first.
2. Check those around you and help those who need assistance.
3. If anyone requires medical assistance, call 111 and/or administer first aid.
4. Ensure electrical sources and gas taps are turned off.
5. Listen to the radio for instructions from Civil Defence: if the work site is located near the coast line or a large body of water, be aware of the possible risk of Tsunami.
6. The continuing operation of work will be determined by the nature of the emergency and the availability of resources such as buildings, employees and other resources. The responsibility of whether or not to continue work rests with The Managing Director.

## Serious Injury

1. Keep calm.
2. Ensure your own safety and the safety of others.
3. Assess area for danger e.g. Live wires, poisonous substances etc.
4. Raise the alarm and get a person to contact Emergency Services on 111.
5. Provide first aid treatment as required. Do not assume death has occurred – give immediate first aid.
6. Notify The Managing Director: isolate and contain the area.
7. If the injury amounts to a notifiable event, preserve the accident scene and notify WorkSafe for scene clearance.
8. Complete the Accident Form, Investigation Forms and the Notification to WorkSafe.

## Extreme Weather Conditions

1. If any adverse weather conditions (heavy snow fall, gale force winds, and heavy rain warnings i.e. flooding) that could risk your health and safety in the workplace transpires before you are due to commence work, make contact with your manager.
2. If any adverse weather conditions that could risk your health and safety in the workplace transpire during work hours, make contact with the Managing Director..
3. Each situation will be assessed at the time and a decision made as to whether work will commence, continue or cease for the day in question.

Flooding can happen quickly and have serious impacts. Flood within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result from earthquakes. Response action if flooding reported or sighted:

1. Check the source of the flood and that no employees or visitors are in danger.
2. Evacuate yourself and any other employees, customers or visitors if required (or get/move to higher ground).
3. If safe to do so, move equipment onto higher floors or onto furniture as high as possible.
4. If flood is due to burst pipes etc., turn off water at the mains if possible.

## Armed Hold Up/Robbery

1. In the event of a potentially violent situation arising, such as a holdup, do exactly as the offender tells you.
2. As soon as is practical and when safe to do so, contact the Managing Director and the Police.
3. In the event of a burglary, do not unnecessarily disturb the crime scene and contact Managing Director immediately.
4. In the event of any potentially violent behaviour arising in the workplace, alert the Managing Director immediately.

# EMERGENCY

FIRE POLICE AMBULANCE

**111**

## WORKPLACE LOCATION

**684 Tremain Avenue Palmerston North**

### Emergency Assembly Point:

**24/7 car and dog wash carpark, 667 Tremain Avenue**

## IMPORTANT PHONE NUMBERS

Michelle Stanley	586064		
Mark Bramston	+61 2 6126 1521	Palmerston North Police	06 351 3600
David Lawless	0450 930 383	Palmerston North Hospital	06 356 9169
WorkSafeNZ	0800 030 040		

**24 Walker Street, Christchurch**

### Emergency Assembly Point

**Maces carpark footpath – Walker Street**

### Emergency Assembly Point

Carmel Edlin	Christchurch Police
David Lawless	Christchurch Hospital
Mark Bramston	
WorkSafeNZ	

# Information and Training Policy

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The Owner Operators and Passenger Service Licence holders will ensure an Information and Training Policy is implemented to ensure their workers are able to carry out their tasks safely and efficiently.

## New Employees

The Managing director shall ensure that all Employees, and expect the Owner Operators and Passenger Service Licence holders also conduct a detailed induction with all new employees.

New Employees, Owner Operators and Passenger Service Licence holders

- Health and Safety Training;
- Emergency Procedure Training;

Standard operating procedures and Workplace Policies;

- Professional Driving Competency Training;
- Competency Training;
- Risk Register Training.

New Employees, Owner Operators and Passenger Service Licence holders inductions shall be recorded in their personnel file. In particular a Health and Safety Induction Acknowledgement will be completed by all Employee and shareholders.

## Assessment of Employee Capability

It is the policy of this workplace to provide information and training when and as required. This is recognised as on-going and will be conducted on a continuous basis as identified by employees, Shareholders and management. The type of training can range from formal theory or practical demonstrations and training will be provided and documented.

Aerial Capital Group NZ Limited will designate a Company trainer or if required engage an outside trainer to come to the workplace and conduct training. Holding a license endorsement does not always certify that an operator as skilled in the operation of particular vehicles. Aerial Capital Group NZ Limited will ensure that each operator is trained and evaluated for each specific type of Vehicle. Authorisation to operate any individual vehicle, will be given once we are satisfied that an worker has been properly trained and is competent to do so.

Refresher training will be provided from time to time at the discretion of the Board.

A capability analysis will be used to determine capability of employees in the workplace. They specifically assess that the correct procedures and techniques for the safe use of all vehicles are being carried out. Aerial Capital Group NZ Limited will conduct periodic capability analyses, at least annually, to ensure the continued level of competency.

Where supervision is required, due to a lack of competency or the nature of the task, it is our policy to ensure that the "buddy system" is used.

The level, duration and type of supervision and training may vary according to the person and their experience and competence. For example novice drivers can be restricted to short runs on main tarsealed roads. As they progress they may be accompanied by a fellow worker on a longer run, on more challenging roads before letting them work unsupervised.

Employees are required to let the Managing Director know if they are not confident with the use of any vehicle used within this business, so that appropriate training can be organised as and when practical.

## **Record of Employee Skills**

Qualifications, assessments and/or relevant training will be recorded for each employee, in a record of qualification form. This can be found in their individual personnel file. The level of skill, competency and independence to complete a certain tasks must also be included in the file.



# Worker Participation, Engagement and Communication

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Aerial Capital Group NZ Limited provides all reasonable opportunities for any Employees, Owner Operators and Passenger Service Licence holders to participate in ongoing processes for improving health and safety. Good communication and an effective team is our approach to health and safety.

Open communication is critical for identifying, assessing and controlling hazards and risks in the workplace. All workers are required to report any new hazards and their associated risks as well as engage in the regular hazard review process.

All workers are required to report any injuries, incidents, illness or discomfort as per our Incident and Injury Reporting and Recording Procedures.

Every worker shall take reasonably practicable steps to ensure:

- Their own safety while at work;
- That no action or inaction of the worker while at work, causes harm to any other person(s);
- Follow all policies and procedures set by Aerial Capital Group NZ Limited.

## Regular Meetings

Health and safety is a component of our regular monthly staff meetings. Relevant information about legal or other health and safety requirements shall be advised and discussed during these regular full meeting. The meetings are attended by members of the health and safety committee which is made up of employees of Aerial Capital Group, workers and the Office Managers. All Health and Safety Committee members are expected to attend the meeting and participate in the discussion.

These meetings are intended:

- To raise awareness of health and safety issues;
- For education on health and safety matters; and
- To set and agree standards regarding health and safety.

These meetings shall also be used for employees to:

- Be involved in the development of policies and procedures to manage risks;
- Be consulted where there are any changes that affect workplace health and safety;
- Put forward ideas to improve health and safety;
- Be advised of the outcome of any accident investigation, or significant hazard reported since the previous meeting;
- Be advised of any relevant accidents or incidents that have occurred elsewhere in the industry that the Directors or other workers have been made aware of.

Notes of each meeting shall be recorded in the Health and Safety Meeting Record. Action notes will be followed up as soon as possible by the appropriate persons.

# Visitors to the Workplace

When we employ contractors or sub contractors to carry out work in our workplace we are what is known as the 'Principal' (definition below).

It is therefore important that we ensure all our contractors are aware of our safety rules and procedures.

Failure to do this and in the unfortunate scenario where a contractor is injured (even if they are at fault) may expose us as the Principal to a prosecution.

## Definition

### "Principal"

This policy and associated procedures apply to the Managing Director engaging the contractors or sub-contractors. Passenger Service Licence holders and Owner Operators are required to follow an equivalent process when engaging their own contractors or sub-contractors. Where the Managing Director engages the contractor or sub-contractor directly they may require the Passenger Service Licence holders and Owner Operators to undertake specific associated procedures (for example, the contractor induction or monitoring) and they will advise the Passenger Service Licence holders or Owner Operators of this accordingly.

## Policy

As a principal, we are required to take all practicable steps for a contractor's safety and the safety of their employees. To achieve this:

- We will undertake a pre-qualification appropriate for the type of job we are contracting out.
- We as the Principal will advise all "regular/approved" contractors in writing of standards to be met. Refer to "Contractor Agreement" or an on-site meeting to sign off on workplace hazards, their associated risks, risk controls and relevant policies and procedures.
- We will notify contractors of all hazards and associated risks (and the controls) they may be exposed to whilst the contractor is undertaking work in our work place. Providing them with a detailed copy of the workplace map will assist us in doing this.
- Contractor Induction forms will be completed as part of the contractor induction.
- Contractors are expected to:
  - a) Provide us (the Principal) with documentation to confirm they have met and comply with their own responsibilities under the Health and Safety at Work Act 2015.
  - b) Inform us of what hazard they are bringing with them, into our workplace.
  - c) Provide us with health and safety records including accident and incident data.
  - d) Advise us (the Principal) of all incidents or injuries, any new hazards found or concerns while they are working in our workplace.

## Contractor Engagement

The level of detail required for pre-qualification will be appropriate for the type of work being undertaken, its complexity, risk and duration. For the purposes of our contractor engagement and management procedure, contractors will be classified into three levels.

The purpose of the pre-qualifying process is to ensure that we only engage contractors who have safe systems and processes in place to ensure all workers go home safe from our workplace at the end of the day. After qualifying a contractor we will continue to communicate and collaborate about all work activities to ensure that risks associated with their work do not cause harm to others working in the same area and that other work being carried out by us or other contractors does not harm any workers.

### Level 1 – High risk, ongoing/long jobs

Level 1 Contractors who:

- Undertake jobs that would be project like in nature and/or
- Are undertaking activities considered medium to high risk using the Risk Matrix.

All Level 1 contractors shall be formally assessed and approved.

We will determine what work needs to be contracted out, and consider the broad health and safety implications. We will carry out an initial appraisal of the significant hazards and their associated risks relating to the work of the specific project or task.

We will provide any significant health and safety information to our potential contractors this will include our workplace map, our risk register, emergency procedures, relevant policies and reporting requirements.

The contractor shall be required to submit supporting documentation prior to assessment.

We will complete the following checks under our due diligence obligations:

- Check any references from the contractor's past jobs that are the same or similar in nature;
- Verify that the contractor is qualified, licensed and authorised to carry out the type of work we are engaging them to do;
- Review evidence that the tools and/or equipment the contractor uses are well maintained and meet relevant safety standards (example electrical tagging, maintenance policy, recent codes of compliance);
- Review risk assessments and site safety plans;
- Review the contractor's processes for safety induction, supervision, monitoring and risk assessment;
- Review the contractor's safety management system;
- Obtain evidence from the contractor regarding their history of:
  - notifiable injuries or events;
  - lost time injuries, i.e. injuries that have resulted in a worker being unable to report to their next shift;
  - medical treatment injuries;
  - operational safety, e.g. details of prohibition or improvement notices;
  - notifiable illness data;

- Verify the contractor's willingness to agree to regular monitoring and supervision;
- Consult with the contractor to ensure risks and controls are communicated and understood by both parties;
- Review the contractor's drug and alcohol policy.

It shall be the responsibility of the Managing Director engaging the contractor to ensure the audit of the contractor is completed prior to any work being carried out by the contractor.

### **Awarding the Contract**

The health and safety responsibilities of the scope of work must be written into a contract and agreed with the contractor.

After the contract has been signed and approved, the contractor shall be recorded on the approved/preferred contractors list.

The Managing Director shall ensure all contractors undergo a Health and Safety Contractor Induction, prior to commencing any work on site.

This includes making sure all contractors, sub-contractors and their workers are aware of our:

- Hazard / Risk Register
- Emergency procedures
- Incident and accident reporting requirements
- Requirement for personal protective equipment
- Health and Safety Management Plan
- Workplace layout/map
- "No Go" zones
- Nearest evacuation assembly area
- First Aid Kits

Contractor Induction Form shall be signed by all Contractors and the Managing Director and filed with the Completed Inductions File in the main office.

Any new staff to the site working for an already inducted contractor or subcontractor must be presented with the Health and Safety documents listed above and sign the relevant contractors' induction form kept in the completed inductions file. Contractors are expected to familiarise themselves and their employees and subcontractors with the above documentation.

Each time a contractor comes onto site they will be required to sign in and out at the Main Office.

All inductions are valid for two years. Annual updates will be emailed to contractors if new risks arise during the two year period.

### **Level 2 – Low Risk or 'One Off' Contractors**

Level 2 Contractors are persons/businesses who:

- Could be engaged at short notice;
- Perform the same job for us on a frequent basis; and/or
- Are undertaking activities considered low risk using the Risk Matrix.

It shall be the responsibility of the Managing Director engaging the contractor to ensure that the Contractor Health and Safety Agreement and the contractors documentation has been verified prior to the contractor commencing work for us. Contractors are required to provide the following applicable documentation and information:

- Provide a copy of their health and safety policy;
- risk register
- verification of competency (adequately trained personnel);
- any required certificates and permits;
- accident reporting procedures;
- emergency procedures;
- verification of machinery;
- plant and equipment maintenance.

The Managing Director shall ensure all contractors undergo a Health and Safety Contractor Induction, prior to commencing any work on site. This includes making sure all contractors, sub-contractors and their workers are aware of our:

- Risk Register;
- Emergency procedures;
- Incident and accident reporting requirements;
- Requirement for personal protective equipment;
- Health and Safety Management Plan;
- Workplace layout/map;
- "No Go" zones;
- Nearest evacuation assembly area;
- First Aid Kits / fire extinguishers.

Contractor Induction shall be signed by all Contractors and the Managing Director and filed with the Completed Inductions File in the main office. Any new staff to the site working for an already inducted contractor or subcontractor must be presented with the Health and Safety documents listed above and sign the relevant contractors' induction form kept in the completed inductions file. Contractors are expected to familiarise themselves and their employees and subcontractors with the above documentation.

Each time a contractor comes onto site they will be required to sign in and out at the Main Office.

### **Level 3 – If level 1 and 2 are not applicable**

Level 3 pre-qualification phase is to only be used if a Contractor needs to be engaged immediately and there is no time for document exchange. This should only be cases of emergency.

We will still require the Contractor to undergo a site induction process. This includes making sure all contractors, sub-contractors and their workers are aware of our:

- Risk Register and the hazards and risks they may be exposed too;
- Emergency procedures;
- Incident and accident reporting requirements;
- Requirement for any personal protective equipment;
- Health and Safety Management Plan;
- Workplace map/layout;
- Any "No Go" areas;
- First Aid Kits / fire extinguishers.

The Contractor Induction shall be signed by all Contractors and the Managing Director, or their chosen representative, and filed with the Completed Inductions File in the office.

Each time a contractor comes onto site they will be required to sign in and out at the Main Office.

## **Contractor Monitoring**

Contractors working on site for large projects will be:

- Regularly monitored for following health and safety practices agreed in the contract;
- Investigation following any incident or injuries;
- Notification of any breaches or concerns;
- Evaluation post-contract.

We as the Principal will review the JSA or standard operating procedures provided to ensure the job was completed in line with these documents.

Aerial Capital Group NZ Limited will keep and maintain a approved/preferred contractors list to ensure contractors engaged by Aerial Capital Group NZ Limited are committed to Health and Safety. This is to be reviewed at least annually, following the completion of a job and updated as necessary.

Should a contractor breach any Aerial Capital Group NZ Limited policy or procedure, the Managing Director will notify the person or Company immediately and require the matter to be rectified. Continued breaches, a serious breach or failure to rectify could result in the Contractor not being engaged to complete future work at Aerial Capital Group NZ Limited and they would be removed from the preferred contractor list.

## **Multiple PCBU's in a Workplace**

We recognise the potential for multiple businesses and workers to be working together in our workplace. We will ensure workers are aware of others in the immediate area. Aerial Capital Group NZ Limited will consult, cooperate and coordinate with other third

parties workers who are performing work in our workplace as appropriate, regarding health and safety.

It is our expectation that our contractors will similarly interact, consult, cooperate and coordinate activities as well as exchange relevant health and safety information. At a minimum this will involve an exchange of overlapping JSA's and hazard and risk management. We also expect workers to be engaging in workplace meetings together. As part of our contractor monitoring and management we will ensure consultation, cooperation and coordination is occurring.

## **Visitors to the Workplace**

Aerial Capital Group NZ Limited is committed to the health and safety of visitors to our workplace. We seek to ensure all visitors are not harmed while in our workplace. Visitors will be required to adhere to our workplace policies and procedures in respect of health and safety. To ensure the health and safety of visitors to workplace:

- Visitors will be regularly monitored whilst in the workplace.
- If an incident or accident were to occur involving a visitor in our workplace, aAerial Capital Group NZ Limited employee/Shareholder will obtain the relevant information and complete the appropriate notification forms.
- Aerial Capital Group NZ Limited will maintain clear signage including emergency procedures, emergency exits and emergency assembly points.
- Aerial Capital Group NZ Limited will have the appropriate hazard and risk controls in place in our workplace by implementing the hierarchy of controls. If a visitor is performing a task that exposes them to risk or requires and administrative control and/or PPE, there will be consultation and discussion prior to completing the task.

The visitor is responsible for:

- All visitors will sign in and out upon arrival and departure.
- Acting on the instruction of all employees in the workplace in the case of an emergency.
- Visitors must report any accident or incident to a Aerial Capital Group NZ Limited employee/shareholder.
- Advising the receptionist of any special assistance that may be required in case of an emergency requiring evacuation.

Where visitors are not complying with Aerial Capital Group NZ Limited health and safety requirements, the employee/shareholder responsible for the visitor will first discuss the concerns with them including the potential risks they are posing. If the behaviour or conduct continues, the visitor person will be asked to leave the workplace.

# General Workplace Policies

A number of example workplace policies which in some way relate to health and safety have been included below.



# Vehicle and Equipment Maintenance

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## Policy

Regular checks are to be conducted on all vehicles. Taking the time to carry out a regular check helps us pick up on any problems before they get worse, identifying any problems early saves the business money and could prevent a serious accident from occurring due to poor maintenance.

On all vehicles, our policy is to conduct:

- Regular servicing;
- Maintenance as required; and
- Preoperational checks.

## Vehicle servicing options:

1. All vehicles are regularly maintained by professional service agents and their invoices retained to provide detailed records;

And/or;

2. All vehicles are regularly maintained by a competent and trained person and detailed maintenance records are kept.

## Maintenance as required

All defects must be reported to the Managing Director immediately. A Vehicle Defect Form must be completed immediately. If the fault has the potential to risk health or safety while driving, an alternative transport option will be used.

Actions to remedy these faults are implemented as soon as possible.

Any regular maintenance will be carried out in accordance with the manufacturer's guidelines.

## Pre-Operational Checks

Pre-operating checks for all vehicles are completed by **all** Owner Operators and Passenger Service Licence holders daily.

Checks are in accordance with the manufacturer's guidelines.

If any faults are discovered during the journey these must be communicated immediately with The Managing Director. An assessment needs to be made whether the fault is serious and whether it is safe to continue the journey, return directly to the Aerial Capital Group NZ Limited office or remain inactive until the fault is addressed and fixed.

## Records

Records of all services and the corresponding reports are stored for an indefinite period. Any work done on the vehicle is also recorded and stored.

# Driving Policy

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## **Responsibilities of the Passenger Service Licence holders and Owner Operators.**

Aerial Capital Group NZ Limited will take all practicable steps to ensure all drivers are safe and healthy while driving company vehicles. We will not require employee drivers or Passenger Service Licence holders to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

Aerial Capital Group NZ Limited will do this by undertaking the following tasks:

- Identifying all significant hazards while driving a company vehicle including:
  - Distractions such as passengers, music, food etc;
  - Other vehicles;
  - Vehicle defects;
  - Road conditions; and
  - Pedestrians.
- Aerial Capital Group NZ Limited will identify driver training needs and arranging appropriate training or retraining to ensure competent drivers. This will include providing
  - An induction to the company's road safety policies and procedures;
  - Driver training opportunities;
  - Driver assessment and required training as part of all inductions;
  - Advanced driver training or specific practical training as required and identified; and
  - An understanding of fatigue, symptoms, causes and effect.
- Aerial Capital Group NZ Limited will encourage safe driving behavior by:
  - Not paying speeding or other infringement fines;
  - Making sure there is enough time to travel between destinations;
  - Forbidding the use of mobile phones in vehicles while driving;
  - Encouraging regular breaks while driving;
  - Taking appropriate disciplinary action for breaches of the driving policy.
- We will also maintain a record of all crashes, vehicle accidents, damage, personal injuries, near-misses incidents and traffic offences. Aerial Capital Group NZ Limited will analyse these results and make amendments to the driving policy as necessary.
- Drivers will ensure the vehicle is properly housed when not in use.

## Driver Health and Welfare

Aerial Capital Group NZ Limited is committed to assisting drivers with maintaining good physical health and wellbeing, both at work and at home. Aerial Capital Group NZ Limited will do this by:

- Ensuring first aid kits are fitted, by the shareholders/Owners, in all work vehicles;
- Ensuring shareholders/Owners are fitting vehicles with fire extinguishers;
- Encouraging drivers to only return to work when they are fit to complete their duties;
- Providing information on proper diet, exercise and recuperation;
- Encouraging immediate reporting of any health concerns or issues influencing fitness to work;
- Encouraging confidential and open discussions between management and drivers regarding health and limitations; and
- Monitoring the attitude and behavior of drivers to detect problems at work or at home that affect employee welfare.

## Compliance with Traffic Legislation

While driving a Aerial Capital Group NZ Limited vehicle the driver must comply with all traffic legislation including:

- Driving within the legal speed limits, this means when approaching a reduce speed zone, the vehicle must be doing the reduced speed before passing that sign;
- Obeying all road rules e.g., giving way, stopping, following at a safe distance;
- Driving to the conditions;
- Wearing a safety belt at all times;
- Never driving under the influence of drugs or alcohol, including prescription and over the counter medication if they cause drowsiness.

## Licences

While driving under the Aerial Capital Group NZ Limited brand the Owner operator or Passenger Service Licence holder must:

- Ensure they hold a current driver licence for the class of vehicle they are driving; and
- Immediately notify Aerial Capital Group NZ Limited if their driver license has been suspended or cancelled, or has had limitations placed on it.

## Driver Distraction

Driving safely means giving driving your full attention. Distracted driving is any activity a person engages in that has the potential to distract them from the primary task of driving and increases the risk of crashing.

Distractions can affect drivers in different ways. They can be categorised into the following types:

- Visual – Watching other people in the area.
- Auditory – Noises that distract you.
- Manual – Taking your hands off the wheel.
- Cognitive – Thinking about something other than driving.

Owner operators or Passenger Service Licence holders need to be able to identify and understand the causes of driver distractions in order to reduce the risks of distractions affecting their driving.

What Owner operators or Passenger Service Licence holders can do to **reduce the risk**?

- Focus on the task in hand – driving.
- Be aware of your surroundings and potential hazards.
- Adjust all driver controls (seat, mirrors, radio) before you start driving.
- Mobile phones and other electronics are not to be used while driving.
- Have a clean windscreen.
- Take regular breaks, do not eat while driving.
- Stop talking to passengers when traffic gets heavy or requires full concentration.

## Vehicle Accident

Immediately stop your vehicle at the scene or as close to the scene of the accident as possible, making sure you are not obstructing traffic.

- Ensure your own safety first.
- Call for assistance (111) if needed.
- Help any injured people.
- If a serious injury or death occurs the scene should not be interfered with unless necessary to assist an injured person or prevent a further harm.
- Contact the Managing Director or Chief Operations Officer as soon as practicable.

Exchange the following information with the other party or parties involved:

- Details of the other vehicle(s) and registration number(s)
- Name(s) and contact details of the other vehicle owner(s) and driver(s)
- Name(s) and contact details of any witness(es)
- Description of the vehicles involved
- Description of the damage
- Details of the accident (street names, location of vehicles, draw diagram if necessary)
- Name(s) of insurer(s)
- Warrant of fitness details

- If you have a camera, take a picture of the accident scene and of the damage to the vehicles of other parties

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own and have been unable to contact the owner
- If damage to the vehicle looks to be worth more than \$2500

Vehicle Emergency Information is to be kept with the First Aid Kit AT ALL TIMES.

## Vehicle Maintenance

We must ensure the vehicle is road worthy. Regular maintenance checks are to be conducted on all vehicles used for work purposes. Taking the time to carry out a regular check helps us pick up on any problems before they worsen. Identifying any problems early may prevent a serious accident from occurring.

When using a vehicle for work purpose you must conduct:

- Preoperational checks
- Fortnightly internal and external cleaning (earlier if required)
- Regular servicing as per the manufacture handbook

Each vehicle will be visually inspected before each use as a preoperational check. Notify the Chief Operations of deficiencies immediately.

Things to check during a Pre-Operational Check:

- Headlights
- Wipers & Washer
- Windscreen and mirrors clear
- Tyres in good condition
- Clean and tidy inside and out
- Fuel

Any faults identified are reported and recorded immediately, and actions to remedy these faults put in place. Vehicles with defects or issues that have the potential to put the driver at risk, will not be driven and an alternative transport option will be arranged.

Vehicle services will be carried out at regular intervals by a certified provider. Records are in the folder allocated to each vehicle. All vehicles are checked as per the manufacturer's guidelines prior to use.

## WEATHER

- Extreme weather can cause serious dangers for drivers.
- If the weather is extreme and driving conditions are dangerous, contact your manager immediately to receive further instructions. Do not continue to drive in dangerous conditions.
- Always plan all journeys carefully and check both weather and traffic bulletins regularly.
- Never drive beyond the limits of visibility. In stormy conditions, it is more difficult to see other vehicles, road signs and the road itself. It is critical that drivers can see and be seen.

### HEAVY RAIN:

- SLOW DOWN! It takes longer to stop or adjust in wet weather.
- Stay towards the middle lanes – water tends to pool in the outside lanes.
- Maintain proper following distance. This needs to be increased in wet weather.
- Watch out for brake lights in front of you.
- Drive in the tracks of a car ahead of you.
- Never drive through moving water if you can't see the ground through it.

### FOG:

- SLOW DOWN! Most fog-related traffic fatalities occur because someone was driving too fast and couldn't stop in time to avoid a collision.
- Make sure that you can be seen. Turn on your fog lights, and use low beams.
- If you leave the road, be sure to pull off completely. Turn off your driving lights and turn on your flashers so others know you're there but won't think you are driving on the road.
- Always use your defroster and windscreen wipers in foggy conditions to keep the windows clear.
- Keep an eye on your speedometer and maintain a slow, constant speed.
- Signal early, and brake slowly not suddenly.

### WIND:

- Wind rarely blows steadily, and sudden gusts can catch out even the most experienced driver.
- SLOW DOWN! Keep your speed down, the faster the vehicle is going the further off-course you're likely to drift in a sudden gust.
- Expect sudden gusts at any time but particularly on open stretches of road when passing bridges or gaps in hedges.
- Keep both hands on the wheel.
- Keep your distance from all other vehicles and take particular care around cyclists and motorcyclists.

- Be aware of falling debris and trees on the road.

### **SNOW AND ICE:**

- SLOW DOWN! Stopping distances are 10 times longer in ice and snow.
- Leave as much room as possible between you and the car in front.
- Use low gears to keep traction.
- Be especially careful on bridges, overpasses and infrequently travelled roads.
- Keep constant speeds going up hill, choosing the most suitable gear well in advance to avoid having to change down on the hill.

Apply brakes slowly; release the brakes if the vehicle skids.

## **Work Time and Logbook Requirements**

### **General**

Aerial Capital Group NZ Limited is committed to ensuring the safety of all their employees and drivers. NZ Transport Agency has restrictions on length of work time for certain types of employees. We are committed to complying with these requirements to ensure fatigue in our workplace is managed.

### **Work Time and Rest Time**

**Work time** includes both driving and all other work-related activities subject to the work time rules. For example, it includes:

- Driving;
- Aerial Capital Group NZ Limited Maintenance and cleaning of vehicles;
- Administration; and
- Any paid employment whether or not related to transport activities.

**Rest time** means all time that is not work time; is at least 30 minutes long; and is not spent in a moving work vehicle.

In general, all drivers must take a break of at least **30 minutes after 5 ½ hours** of work time. In any cumulative work day you can work a **maximum of 13 hours** and then you must take a continuous break of at least 10 hours (as well as the standard half-hour breaks every 5 ½ hours). After the driver accumulates 70 hours work time, the driver must take a break of at least 24 hours.

A '**cumulative work day**' is a period during which work occurs, and that:

- Does not exceed 24 hours, and
- Begins after a continuous period of rest time of at least 10 hours.

A '**cumulative work period**' is a period during which work occurs, and that:

- Does not exceed a total of 70 hours work time accumulated;

- Begins after a continuous period of rest time of at least 24 hours.

A breach of the work time rules is serious. If convicted an employee can be fined up to \$2,000 for each breach. In addition, they will be disqualified from driving, possibly from all license classes, for at least a month.

The employer could be fined up to \$25,000 and held responsible if they employ a driver who breaches work or rest time limits. This is known as the 'chain of responsibility.'

Remember, even if a driver is within the maximum work time hours, they can still be fatigued.

**All Aerial Capital Group NZ Limited Owner operators or Passenger Service Licence holders must:**

- **Comply with the work time rules above and**
- **Complete a logbook**

## Logbooks

All drivers must record all work and rest times in a logbook. The following information must be recorded:

- Your name;
- The date the logbook page starts on;
- The time of the day your logbook page starts (midnight or noon);
- The registration number of each vehicle driven and the start and finish distance recorder readings (if the vehicle is subject to road user charges);
- The start and finish times and location for all work time hours;
- The start and finish times for all your rest breaks and where you took them.

The logbook provides a record of your work activity and enables enforcement officers to check compliance with the work time rules. You must produce your logbook to any enforcement officer to inspect, if requested, starting from the last 24 -hour rest time up to the present time. An enforcement officer is entitled to remove pages from your logbook, and most logbooks contain a special duplicate or triplicate copy for this purpose.



Demerits points (against your driver license) and instant fines apply to some logbook offences. See the following table for more information:

Offences	Penalty	
	Infringement Fee	Demerit points
Produced a logbook on demand with 1 – 5 omissions	\$150	10
Produced a logbook on demand with 6 – 10 omissions	\$300	20
Produced a logbook on demand with 11 or more omissions	\$500	30
Failed to produce a logbook	\$500	35

If you experience an unavoidable delay or emergency that causes, or is likely to cause you to exceed the work time limits for a cumulative work day or cumulative work period, you need to note the event and the length of the delay in your logbook. Immediate exemptions from the NZTA are not available.

**Unavoidable delays** are circumstances that you could not reasonably foresee.

**Emergencies** are defined as:

- A state of emergency (i.e., a civil defense emergency);
- An incident attended by an emergency service; or
- An event requiring immediate action to save life or prevent serious injury.

Your logbook entries are required for the period between one 24 -hour break and the next (the cumulative work period of up to 70 hours). After taking any day(s) off, you must record the dates of the days off in your logbook on the first day back at work.

Once you have completed a cumulative work period, you must make sure your employer receives the 'record' copy of your logbook pages within 14 days.

## Vehicle Emergency Information

# EMERGENCY

FIRE POLICE AMBULANCE

# 111

## IMPORTANT PHONE NUMBERS

*(Also programmed into vehicle cell phone)*

Michelle Stanley	586064	
David Lawless	0450 930 383	
Mark Bramston	6126 1521	
WorkSafe NZ	0800 030 040	AA Roadside Assistance 24-hour: 0800 25 22 23

### At the scene of an accident:

- Immediately stop at the scene not obstructing traffic
- Ensure your own and passengers safety first
- Call 111 if needed
- Help any injured people
- If a serious injury or death has occurred preserve the scene unless necessary to assist an injured person or prevent further harm
- Contact The Chief Operations Officer as soon as possible
- Obtain the following information if possible:
  - Name of the other driver(s)
  - Contact details of the other driver(s)
  - Owner of the vehicle (may not be the same as the driver)
  - Details of the other vehicle(s)
  - Registration plate details
  - Insurance company
  - Make of the vehicle
  - Areas of damage to the vehicle
  - Names of any witnesses
  - Warrant of fitness details
- Take down details of the accident (street names, locations of vehicles, damage, draw diagram if necessary)
- If you have a camera or phone, take a picture of the accident scene and of the damage to the vehicles of other parties

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# Monitoring Employee Work Fitness

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All employees, Owner operators or Passenger Service Licence holders must be fit for work. Unfit employees, Owner operators or Passenger Service Licence holders can be unsafe.

“Fit for work” means a person can physically and mentally perform assigned tasks competently and safely.

Fitness for work can be affected by:

- Fatigue;
- Dehydration;
- Psychological and emotional issues;
- Environmental factors;
- Alcohol and drugs;
- Prolonged noise;
- Repetitive movements and manual handling.

## Pre-Employment

We will incorporate a self disclosure question into our recruitment processes when selecting new employees, Owner operators or Passenger Service Licence holders. The onus is on the job seeker to be open and honest in disclosing any condition that may prevent them from carrying out any aspect of the position.

## Post Event Testing

In the event of an accident, incident or illness where an individual’s health may have been harmed, health testing or monitoring may be required to assess or treat any injury. We may carry out regular testing/monitoring in response to a hazard.

## General

Any concerns in regard to health or fitness for work should be reported to the Managing Director

Consent will always be obtained from the individual for all types of testing detailed above and for the release of the results. Any health records will be kept confidential.

Hazard	Staff at high risk	Initial Checks/Assessment	Monitoring required
<b>Manual Handling and Ergonomics:</b>			
Manual Handling and repetitive work	<ul style="list-style-type: none"> <li>History of back/joint injury</li> <li>Workers in office roles</li> <li>Workers sitting all day</li> </ul>	<ul style="list-style-type: none"> <li>Pre employment health check</li> <li>Ensure correct equipment available for assistance with heavy lifting/manual handling</li> <li>Provide training and information on correct manual handling and lifting techniques</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling risk assessment</li> <li>Review on an individual basis when discomfort is reported</li> </ul>
Work Station set up, repetitive and extended periods in a restricted position. Extended periods working on computers	<ul style="list-style-type: none"> <li>Workers spending extended periods of time working on computer keyboards</li> <li>Past history of over use or upper limb injury</li> </ul>	<ul style="list-style-type: none"> <li>Personalised Ergonomic assessment arranged during induction process if high risk</li> <li>As above when workstation changes</li> </ul>	<ul style="list-style-type: none"> <li>Review on an individual basis when musculoskeletal discomfort reported.</li> <li>Provide repeat workplace assessment</li> </ul>
<b>Eyesight:</b>			
Computer screen use - eye discomfort - blurred vision - headaches - deteriorated vision	<ul style="list-style-type: none"> <li>Workers spending significant time at computers and monitors</li> <li>Workers with uncorrected vision problems</li> </ul>	<ul style="list-style-type: none"> <li>Pre employment health check</li> </ul>	<ul style="list-style-type: none"> <li>Eye and Visual assessment on an individual basis when discomfort is reported</li> </ul>
<b>Wellbeing:</b>			
<ul style="list-style-type: none"> <li>- Stress</li> <li>-Alcohol and Drug consumption</li> <li>- Secondary employment</li> <li>- Mental Health</li> </ul>	<ul style="list-style-type: none"> <li>All workers have the potential to be harmed by activities affecting wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Pre employment health check</li> </ul>	<ul style="list-style-type: none"> <li>Confidential Survey conducted annually</li> <li>EAP offered on an individual basis when discomfort is reported</li> <li>Alcohol and Drug policy invoked if reasonable cause or follow up testing required</li> <li>Seasonal flu vaccination on an individual basis</li> </ul>

## Return to Work

Aerial Capital Group NZ Limited is committed to helping employees and Owner Operators get back to work safely. We provide a proactive return to work (**RTW**) process to help employees who have suffered work related injuries or illnesses return to their previous role. This includes liaison with the ACC case manager in the development and implementation of a personalised return to work programme.

Effective communication following an injury is critical. If the employee/shareholder sees a doctor they must inform their supervisor how they got on and provide the following information:

- The diagnosis of the injury or condition,
- The type of treatment prescribed (e.g., physiotherapy, medication),
- Advice on work tasks and hours, graded return to work and a worksite assessment.

When an employee, Owner operator has been prescribed time off work, the Chief Operations will keep in regular contact, at least weekly, to discuss:

- Any concerns about job security and demands on the employee's return to work,
- Workplace issues and changes,
- Different methods of returning to work,
- Issues regarding transport to and from work.

All discussions will be documented in personal file.

Similarly all employees, Owner operators or are required to keep Aerial Capital Group NZ up to date with any information regarding their injury treatment, assessment and management.

It is our policy, that where appropriate work is available we will provide light duties and/or reduced hours.

# Bullying and Harassment

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## Policy

Aerial Capital Group NZ Limited recognises the right of every employee, Owner operator or Passenger Service Licence Holders to enjoy a workplace free of bullying, harassment and intimidation.

Aerial Capital Group NZ Limited will not tolerate any form of bullying or harassment in the workplace. All Aerial Capital Group NZ Limited employees are expected to:

- Treat their colleagues with respect;
- Behave in ways that contribute to a safe and positive workplace;
- Report any behaviour which they genuinely consider to be a breach of this policy.

Behaviour that is connected with Aerial Capital Group NZ Limited may be considered bullying or harassment, even where it takes place outside of the workplace.

## Bullying

Bullying is repeated and unreasonable behaviour which is directed at an employee or group of employees that creates a risk to their health and safety and/or has a detrimental effect on their employment:

- Repeated behaviour is persistent and can involve a range of actions over time.
- Unreasonable behaviour is behaviour that a reasonable person in the same circumstances would consider to be victimising, humiliating, intimidating or threatening.

Generally, bullying will be intentional, with the aim of gaining power and dominance over another person and/or causing fear and distress to that person. However, bullying can also be unintentional, where although the perpetrator's actions are not intended to cause fear or distress, they have (and it is reasonable to expect that they could have) this effect.

Examples of bullying can include:

- Put downs, belittling comments, persistent criticism;
- Public humiliation, teasing and taunting;
- Intimidation e.g. misuse of power, threats of violence or against job security;
- Exclusion, isolating or ignoring;
- Verbal abuse, shouting or yelling;
- Behaviour that happens face to face, by email or text message, online or by other social media channels.

Bullying is not:

- One-off or occasional instances of forgetfulness, rudeness or tactlessness;
- Setting high performance standards;
- Constructive feedback and genuine peer review;
- A reasonable request relating to work;
- Undertaking a disciplinary process in line with Aerial Capital Group NZ Limited's policies;
- A single incident of unreasonable behaviour, but incidents should be addressed to avoid escalation.

## Harassment

Harassment is where one person directs behaviour at an employee, Owner operator or Passenger Service Licence holder including watching, loitering, following, or accosting them, interfering with their property or acting in ways that causes them to fear for their safety. To be considered harassment, the behaviour must either be repeated, or of such nature that it is humiliating, offensive or intimidating to an employee and creates a risk to their health and safety and/or has a detrimental effect on their employment. Generally, harassment will be intentional, but it can also be unintentional, where although the perpetrator's actions are not intended to cause humiliation, offence or intimidation, they have (and it is reasonable to expect that they could have) this effect.

Examples of harassment can include:

- Preventing or hindering access to the workplace;
- Persistent following, watching, loitering near, or accosting an employee;
- Giving offensive material to an employee, or leaving it where it will be found by, given to, or brought to their attention;
- Perpetrating and circulating persistent and malicious gossip about an employee;
- Interfering with an employee's property.

Harassment (including sexual and racial harassment) is not:

- Behaviour based on mutual attraction, including the development of relationships;
- Occasional and appropriate compliments on a person's appearance;
- Appropriate performance management and feedback.

## Sexual Harassment

Sexual harassment is language, visual material or physical behaviour of a sexual nature which is unwelcome or offensive to an employee, and which is either repeated or so significant that it has a detrimental effect on the employee's employment, job performance or job satisfaction.

Examples of sexual harassment can include:

- Unwelcome sexual advances or physical contact;
- Sexually-oriented remarks or abuse;
- Offensive gestures or comments;
- Promise of preferential treatment or threat of detrimental treatment in return for sex;
- Use of pictures/posters/videos of a sexual nature;
- Persistent and unwelcome social invitations, phone calls or emails at work or home.

Sexual harassment also occurs if a person directly or indirectly asks an employee for sexual intercourse, sexual contact, or another form of sexual activity, and their request contains an implied promise of preferential or detrimental treatment, or an implied or overt threat about their present or future employment status.

## Racial Harassment

Racial harassment is unwelcome language, visual material or physical behaviour that directly or indirectly expresses hostility against, brings into contempt, or ridicules, an employee on the grounds of their race, colour, ethnicity or national origin, which is offensive or hurtful to the employee and which is either repeated or so significant that it has a detrimental effect on that person's employment, job performance or job satisfaction.

Examples of racial harassment can include:

- Jokes, remarks, insults, songs, innuendos or direct comments about cultural differences, ethnic origin or race;
- Name-calling or deliberately mispronouncing names;
- Making fun of the way people dress, speak or look relating to their ethnic origin;
- Offensive material;
- Threatening behaviour based on cultural differences, ethnic origin or race.

## Process

### What should you do?

Aerial Capital Group NZ Limited will support anyone who has a genuine complaint of bullying or harassment. If a complaint is made, we will act promptly, investigate the matter fully, and treat the matter seriously. Where bullying or harassment is found to have occurred, this may lead to disciplinary action being taken about the person (or people) complained about.

Anyone invoking this procedure will be protected from any retaliation, victimisation or discrimination from either the person (or people) they are complaining about, or anyone else at Aerial Capital Group NZ Limited. Engaging in this kind of behaviour against a person complaining of bullying or harassment may also lead to disciplinary action. However, if a dishonest or malicious false complaint is made, then disciplinary action may be taken against the complainant.



If you feel that you have experienced any form of bullying or harassment it is important that you raise your concerns as soon as possible after the behaviour of concern occurs. There are a number of ways you can deal with this.

Informally:

- If you feel comfortable to do so, speak directly to the person whose behaviour is causing the problem;
  - Focus on their behaviour – don't make it personal;
  - Be as specific as possible and give examples of the behaviour that is causing you concern;
  - Explain why the behaviour is unwelcome and ask for it to stop. Often the person may not know their behaviour is causing distress and will stop immediately once told;
- Be firm and confident – not aggressive or confrontational;
- Talk to someone you trust about your concerns, or seek independent advice on the matter. This can also help give you an objective viewpoint on the behaviour you have experienced;
- Talk to Aerial Capital Group NZ Limited. If appropriate, Aerial Capital Group NZ Limited may facilitate an informal meeting with you and the person whose behaviour is of concern to discuss the issue and agree a way forward.

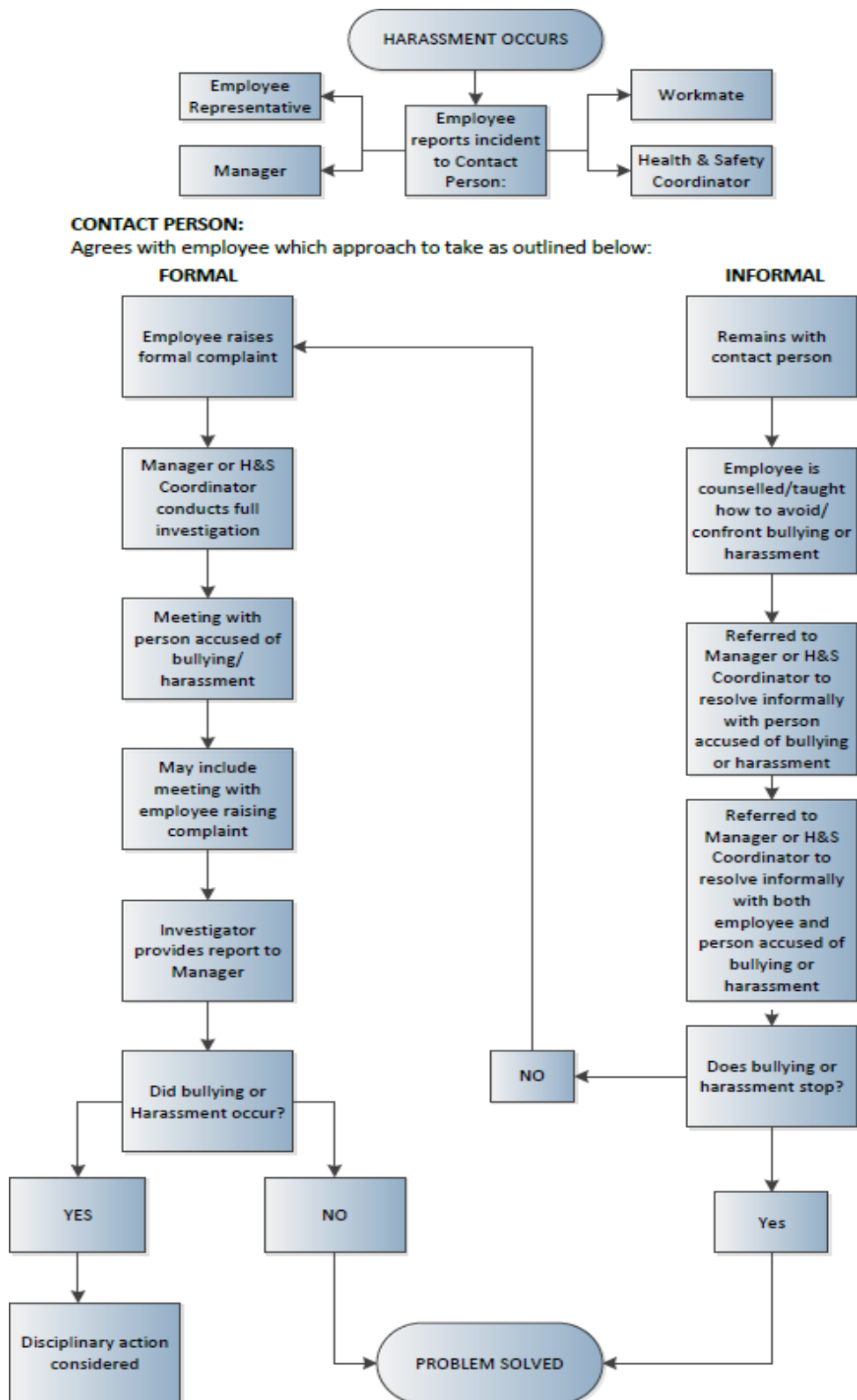
Formally:

- If you have tried to resolve the bullying or harassment informally and it has failed to stop, or if you feel the matter requires urgent escalation, you should make a formal complaint to Aerial Capital Group NZ Limited. A formal complaint should be made in writing, outlining your specific concerns and who they are regarding. Where possible you should outline dates of the incident(s) and examples of inappropriate actions/behaviour, whether anyone else witnessed the behaviour and any supporting information;
- Upon receipt of a formal complaint, a meeting will be arranged to discuss your concerns and agree the next steps, which may include a full investigation into the allegations;
- All issues raised will be taken seriously and will be handled confidentially, as far as possible, and in a timely way.

## Confidentiality

Only those people with a legitimate role to play in the resolution or clarification of the problem should be party to confidential information. No aspect of the case should be divulged to any other person.

## Bullying and Harassment Flowchart



## Working Alone and Remotely

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Working alone is work carried out in an area where normal means of contact (e.g. verbal, sight) with other staff are not available, so that the potential risk of existing hazards is increased to the extent that extra precautions are needed. This may include working in isolated areas on-site or off-site, either during or outside normal working hours.

All Owner Operators or Passenger Service Licence holders are expected to carry a cell phone with them whilst working alone or in remote locations. The phone must be kept within reach at all times so you can access it quickly if something goes wrong. If a problem arises, contact the Managing Director via the phone or with the call centre via Smartmove for further instructions. NB: cell phones must be turned off whilst driving.

All cars have a panic alarm installed for the driver.

Communication of all jobs is communicated to the driver via Smartmove, the driver also checks in at the end of the job to show they are ready for another fare.

Do not enter any situation or location where you feel threatened or unsafe.

# Smoke-Free Working Environment

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Aerial Capital Group NZ Limited recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. We support a safe and healthy environment free from smoking in accordance with the Smoke-free Environments Act 1990.

This policy was developed based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

We will maintain smoke-free signage.

## Smoke-free buildings and Vehicles

Aerial Capital Group NZ Limited operates a smoke free workplace as defined in the Smoke Free Environments Act 1990. All Owner operators, Passenger Service Licence holders, employees and contractors agree to comply with all reasonable instructions including prohibitions on smoking such as a request to refrain from smoking in the whole workplace (including external areas) even where it may be in excess of the minimum requirements prescribed by the Smoke Free Environments Act 1990.

Smoking is not permitted in, or within 5 meters of any taxi. Aerial Capital Group NZ Limited office is also a Smoke Free area and no smoking will be permitted within the internal confines of the office.

No Owner operators or Passenger Service Licence holders, while on duty, are permitted to smoke inside the pickup area at Airports.

## Complaints

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Chief Operations Officer.

# Checklist

Action	Who	When
<b>FINALISING THE DRAFT HSMP</b>		
Review and sign the Health and Safety Policy Statement. This statement guides all decisions from the Company, is it reflective of your business.  Advise if you have any company mottos or slogans you wish to include to individualise e.g., safety first, safety is no accident, getting home healthy and safe.	Mark Bramston	
Review the entire draft plan. If required, update (by writing on) the draft health and safety management plan with correct position titles, names and business units and other specific sections as noted at the meeting: <ul style="list-style-type: none"> <li>• Structure Chart</li> <li>• Monthly Team Safety Meetings</li> <li>• Frequency of Governance Meetings</li> </ul>	Mark Bramston	
Provide any further existing policies (eg. Bullying and harassment) or plans that you would like included or referenced in the plan.	Mark Bramston	
Workplace Map completed with hazards and emergency locations drawn on..	Mark Bramston/David Lawless	
Go around the workplace (with relevant employees) for hazard identification and risk management. Cross off any hazards and risks on the draft risk register which do not exist in the workplace. Add in any hazards and risks which are not identified on the risk register	David Lawless, Michelle Stanley, Carmel Edlin	

Action	Who	When
<p>provided.</p> <p>Review and consider any industry guidance or New Zealand standards. Other things to consider are manufacturer's guidelines, worker feedback and industry practice.</p> <p>Review the listed controls and update if incorrect. Review the original and residual ratings and amend if appropriate..</p> <p>Review and indicate where training is required. Ensure this is translated to a training matrix or equivalent.</p>		
<p>As identified at initial meeting, the priority hazards to work on are:</p> <p>Provide updated information</p>	David Lawless, Michelle Stanley, Carmel Edlin	
<p>Hazardous Substances policy/procedure reviewed and all parts are relevant and applicable. If so, begin carrying out the procedure including populating the Hazardous Substance Register, if you do not have a current completed register.</p> <p>Discuss and provide register to Progressive Consulting.</p>	Mark Bramston	
<p>Emergency Procedures – review and confirm the following:</p> <ul style="list-style-type: none"> <li>• Location and contents of first aid kits.</li> <li>• Location of fire exits.</li> </ul>	David Lawless, Michelle Stanley, Carmel Edlin	

Action	Who	When
<ul style="list-style-type: none"> <li>• Fire alarms.</li> <li>• Fire Extinguishers.</li> <li>• Emergency Assembly Points.</li> </ul> <p>Advise of what to specify in the plan regarding the above.</p> <p>Consider any emergency situations that are relevant / specific to your business. This includes emergency procedures for critical risks. Put emergency procedures around these possible situations. E.g., working at heights - put an emergency procedure in place for when you have fallen wearing a safety harness and are hanging.</p>		
<p>Complete the Emergency Contact Details Form, checking important person's names and details for the areas they manage.</p> <p>Put up in the workplace in selected visible locations for workers.</p> <p>Provide to Progressive Consulting.</p>	David Lawless, Michelle Stanley, Carmel Edlin	
<p>First Aid - An adequate amount of employees must be trained in first aid to ensure a person is available to administer first aid if required at any time. Confirm the current trained first aiders and consider whether additional first aiders and training is required.</p> <p>Discuss with Progressive Consulting.</p> <p>Advise who the first aiders will be.</p> <p>Book first aiders in for first aid training if required.</p>	David Lawless, Michelle Stanley, Carmel Edlin	
<p>Consider what worker participation and engagement practices you have in place and those included in the draft policy.</p> <p>Discuss further practices such as health and safety representatives and health and safety committees.</p>	Mark Bramston, David Lawless, Michelle Stanley, Carmel Edlin	

Action	Who	When
<b>provide updated draft health and safety plan. Discuss Safely implementation and any other requirements. Go over and complete/discuss any parts still highlighted in yellow on the plan.</b>	Mark Bramston, David Lawless, Michelle Stanely, Carmel Edlin	
Collate final draft policies ready for presentation and discussion at the next staff meeting. Present to workers. Consulting of any further changes as per feedback and discussion with workers.	Michelle Stanely, Carmel Edlin, David Lawless	
Company Secretary to make any final changes to HSMP and provide final hard (and PDF) copies.	Leanne Stelzner	
<b>IMPLEMENTATION</b>		
Sign and date the Health and Safety Policy Statement if not already done and put on public display in your business.	Mark Bramston	
Communication Procedure (eg. Meetings) established and explained and understood by all	Mark Bramston	
Decide if basic employee health and safety training is required for employees and/Owner Operators. Book in training (if applicable). Health & Safety acknowledgement form completed by all employees/shareholders.	Michelle Stanely, Carmel Edlin, David Lawless	
Training Records and Capability Analysis completed for all employees/Owner Operators/ Passenger Service Licence holders	Michelle Stanley, Carmel Edlin	
Identify all contractors and arrange for them to complete the Contractor's engagement process via email	Michelle Stanely, Carmel Edlin	



Action	Who	When
supply draft covering email, and electronic copies of the risk register, site map/s, contractor's engagement form and emergency procedures.  Ensure the Contractor supplies details of their own health and safety management documentation and returns their signed Contractor's Agreement.	Michelle Stanely, Carmel Edlin, David Lawless	
Monthly health and safety meetings held with health and safety issues discussed and minutes taken.	Michelle Stanely, Carmel Edlin	
Monthly Health and Safety Checklist and Management Checklist for Governance to be completed and supplied to the Governance Team.	Michelle Stanley, Carmel Edlin, David Lawless	
Governance meetings held.	Mark Bramston	
Once HSMP plan is signed off, if required have a health and safety charter drafted for governance.	Leanne Stelzner	

Tasks	As required	Daily	Weekly	Monthly	Quarterly	Bi-Annually	Annually
<b>Undertake Meetings:</b>							
Management checklist/meeting	✓			✓			
Safety meetings with employees	✓			✓			
Governance review/meeting	✓					✓	
<b>Undertake Reviews:</b>							
External Review of HSMP							✓
Management Review of HSMP							✓
Post Critical Event Review	✓						
Hazard and Risk Review	✓						✓
<b>Update Registers/Forms:</b>							
Jobs Safety Analysis	✓						
Hazardous Substances	✓						
Incident Register	✓						
Accident Forms	✓						
WorkSafe Notification Forms	✓						
Emergency Info Cards	✓						
<b>Update Employee Records:</b>							
Induction Acknowledgement Form	✓						
Capability Analysis	✓						✓
Competency Assessment	✓						✓
Record of qualifications/training	✓						
<b>Contractor Management:</b>							
Signed agreements in place	✓						
Induction checklists completed	✓						

Tasks	As required	Daily	Weekly	Monthly	Quarterly	Bi-Annually	Annually
<b>Vehicles &amp; Equipment Management:</b>							
Visual Pre-op checks	✓	✓					
Operational Pre-Op checks	✓		✓				
Maintenance checks	✓			✓			

# Health & Safety Forms

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## **Aerial Capital Group NZ Limited**

# MANAGEMENT CHECKLIST FOR GOVERNANCE

Checklist	Y / N	Attach
Monthly meeting carried out?		Meeting Minutes
Monthly checklist completed?		Monthly Checklist
Any incidents/near miss?		Incident Register Investigation Form
Any Accidents?		Accident Form Investigation Form Notification Form (if applicable)
Any reports of discomfort or occupation illness?		Early Reporting Form Investigation Form
Anybody off sick or Injured?		Absentee Data
Any new hazards identified?		Updated Risk Register
Risk assessment carried out for new hazards?		Updated Risk Register
Any controls changed?		Updated Risk Register
Any new employees?		Acknowledgement Form Capabilities Analysis Assessment Forms
Any training undertaken?		Training Records
Vehicle maintenance up to date?		Maintenance Records
Any contractors engaged?		Contractor Agreement Contractor Induction Form Monitoring Documentation
Assess Objectives/Targets and KPI's		Assessment Documentation
Any qualified assessors been onsite?		Assessment Reports
Any audits carried out?		Audit Documentation
Any other relevant matter?		Relevant documentation
Managers signature: .....		
Date: .....		

# HEALTH AND SAFETY GOVERNANCE AGENDA

## Health and Safety Topics for Discussion during the Monthly Governance Meeting

- Discuss and review Directors Health and Safety Charter.
- Review monthly safety meeting minutes.
- Discuss monthly health and safety checklist.
- Ensure all notifiable events have been reported by the Managing Director
- Discuss any incidents that occurred.
- Discuss all accident reports.
- Discuss any work related illness.
- Review and discuss all accident investigations.
- Review and discuss data on absence rates due to sickness.
- Review new hazards, risk assessments and discuss the controls.
- Discuss and review any Health and Safety Management Plan amendments.
- Discuss one relevant Industry Guideline.
- Report and discuss any Directors health and safety training recently completed.
- Discuss any recent policy reviews or audits.
- Discuss management health and safety KPI results.
- Discuss health and safety targets and objectives.
- Any other matters arising.

## MONTHLY HEALTH & SAFETY CHECKLIST

<b>Date:</b>	To be completed by the Managing Director, each and Owner Operator and presented at each monthly Health and Safety meeting. Completed forms to be filed with health and safety documentation so as actions can be updated.			
Checklist	Completed	Actions Required	Person(s) Responsible	Action closed (date)
Any new hazards identified? <ul style="list-style-type: none"> <li>Updated risk register</li> <li>Updated hazardous substances register</li> <li>Risks assessed</li> <li>Updated controls</li> <li>Communicated new hazards and risks to relevant employees</li> <li>JSA's or SOP's completed as required</li> </ul>				
Any new accidents, incidents, illnesses, discomfort <ul style="list-style-type: none"> <li>All relevant forms completed and filed</li> <li>All incidents, injuries, illness investigated</li> <li>If notifiable event occurred – correct procedure followed and WorkSafe NZ notified.</li> </ul>				
New Employees <ul style="list-style-type: none"> <li>Health and Safety training completed</li> <li>Induction checklist completed and filed</li> </ul>				
Employee training and capability <ul style="list-style-type: none"> <li>Employee training record updated</li> <li>Capability analysis updated</li> <li>New JSA completed and appropriate employees trained</li> </ul>				
Contractors and Clients <ul style="list-style-type: none"> <li>Acknowledgements and Agreements up to date for any new contractors and clients</li> <li>JSA completed as required</li> <li>Contractors checklist completed</li> </ul>				

Vehicles and Machinery <ul style="list-style-type: none"> <li>• Pre-operational checklists completed</li> <li>• Maintenance up to date</li> </ul>				
Other <ul style="list-style-type: none"> <li>• Health and safety meeting held</li> <li>• Emergency response information current</li> <li>• PPE in safe condition and issued where required</li> <li>• First Aid Kit checked and stocked</li> <li>• Fire Extinguishers current</li> <li>• New industry guidance/WorkSafe NZ information</li> </ul>				
Checklist completed by: ..... Signed by the Manager: .....				



# INCIDENT REGISTER

NAME	DATE	DETAILS OF INCIDENT	HAZARD IDENTIFIED IN RISK REGISTER

# LEVEL 1 INVESTIGATION FORM

## PARTICULARS OF EVENT

Date of event	Time	Location	Date reported
M T W T F S S			

## THE PERSON

Name		Address	
Age	Phone number		
Date of event	Length of employment — at plant      on job		

## DAMAGED PROPERTY

Property/material damaged	Nature of any damage
	Object/substance inflicting damage

## THE INCIDENT

### Description

Describe what happened (space overleaf for diagram — essential for all vehicle event)

### Analysis

What were the causes of the event?

### HOW BAD COULD IT HAVE BEEN?

• Very serious      Serious      Minor

### WHAT IS THE CHANCE OF IT HAPPENING AGAIN?

Minor      Occasional      Often

## Prevention

What action has or will be taken to prevent a recurrence?	Tick items already actioned		By whom	When
Use space overleaf if required				

## INVESTIGATION OF INCIDENT

Investigated by	Signed	Date
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# LEVEL 2 INVESTIGATION FORM

This form must be completed for any all notifiable events. It may also be required to be completed for any incident or accident which has unusual circumstances or could have easily have resulted in a notifiable event. If you require additional space to record answers please use a separate sheet and attach to this form.

Name of affected person/s:	Company Name:
Job title:	
Date of event:	Time of event:
If reported to WorkSafe NZ – File number:	
Event description:	

## Person details

What were they doing just before the event?
What were the weather conditions at the time of the event?
Did they know the correct procedure for the task that they were doing?
How experienced are they at the task they were doing?
How long had they been working for before the event occurred?
Was the affected person in a rush or hurry?
Were there any other factors that might have contributed to the event? (pressure, tiredness etc.)

## Affected Persons Statement

[illegible]

### Vehicle details (if applicable)

What kind of vehicle/s was involved?
Was the vehicle being driven on the road at the time of the event?
When was the vehicle last serviced?
Were there any faults with the vehicle?
What type of licence does the effected person hold?
What type of terrain was the vehicle travelling on?
What were the weather and road conditions like?

**Equipment details (if applicable)**

Was the person competent / trained to be using the equipment?
Was there any other equipment involved?
Was the equipment in good condition?
Was equipment being used as per manufacturers instructions?
Were safety guards in place and working (if applicable)?

## Hazard Details

Are any hazards involved in this event on the risk register?
Was the affected person aware of the hazards?
Did the affected person take all mitigating actions?

**Diagram of scene**

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**Witness Assessment**

Was the person wearing any safety gear?
Did the safety gear appear to be in good condition?

**Witness statement 1**


## Witness Statement 2


## Root cause of event & underlying factors


## What actions have been taken to prevent it happening again?

Action?	By Who?	When?

Investigation completed by:	Position:
Signed:	Date:
Management Reviewed:	
Name:	Position
Signed:	Date:

# ACCIDENT REPORT

## Personal Details

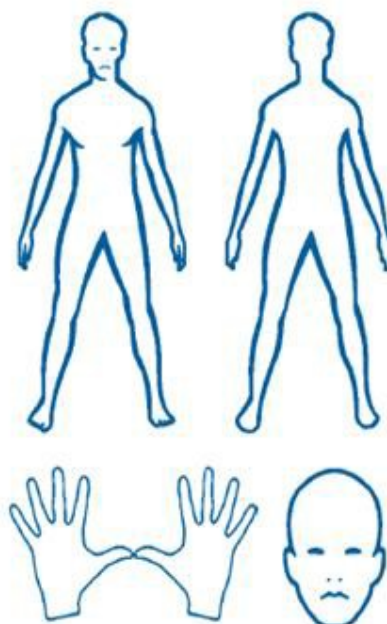
Name:	Phone Number:
Address:	Date of Birth:
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Company:	Job Title:
<input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	

## Accident Details

Date:	Time:
Date Reported:	Hours at Work:
Notifiable Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notification to WorkSafe NZ: <input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment: <input type="checkbox"/> Near Miss <input type="checkbox"/> No Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital	
Injury Type: <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Cut <input type="checkbox"/> Head Injury <input type="checkbox"/> Fracture/Break <input type="checkbox"/> Burns	
<input type="checkbox"/> Gradual Process <input type="checkbox"/> Bruising <input type="checkbox"/> Poison/Chemical <input type="checkbox"/> Multiple Injuries <input type="checkbox"/> No Injury	

## Location of Injury (circle location)

Where did the accident happen?
How did the accident happen?
What type of vehicle was involved (if at all)?
Was the person trained for the task? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was a significant hazard involved? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the hazard?
Is the hazard on the Risk Register? <input type="checkbox"/> Yes <input type="checkbox"/> No
How serious could the accident have been?



## Action Taken to Prevent Re-Occurrence

Action?	By Whom?	When?

## Initial needs Assessment (Only Complete If a Doctors Visit Was Required)

<input type="checkbox"/> Able to continue full duties	<input type="checkbox"/> Able to do light duties	<input type="checkbox"/> Unable to work
<input type="checkbox"/> Help available from home needed	<input type="checkbox"/> Assistance required at home	<input type="checkbox"/> Transport assistance
Form Completed by:	Position:	
Signature:		

# EARLY REPORT FORM

Most muscle discomfort and pain is harmless and clears up on its own. Early attention to discomfort and pain is the best approach to managing it. Please fill out this form and hand it to your Managing Director. If at any stage you are concerned, consult a medical professional.

Employee Name: .....

Job Title: .....

Date: .....

Describe the problem (including what makes it worse/better and what it is like when not at work):

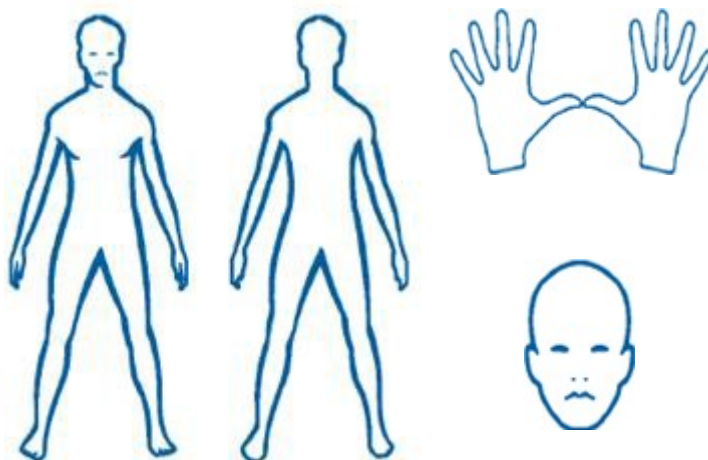

Mark each area where you feel discomfort or pain on the diagram. Next to each area write the number that shows the severity of the discomfort or pain you feel there, and the letter that indicates how long you've been noticing it there.

Severity:

1. Severe pain
2. Pain
3. Mild pain
4. Discomfort

Duration:

- A. Discomfort/pain is always present to some degree
- B. Discomfort/pain stays after work, but improves after a night's rest
- C. Only at work
- D. Occasional



When did you first notice discomfort/pain? \_\_\_\_\_

Is the problem (tick one): ☐ Getting worse ☐ Getting better ☐ Remaining the same

Have you ever had this (or similar discomfort/pain) before? ☐ Yes ☐ No

If yes, specify


Can you think of any reasons you may have this problem? ☐ Yes ☐ No

If yes, specify


Is the problem present outside the workplace? ☐ Yes ☐ No

What are you doing about the problem (including any self-help strategies)?

Specify

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# HEALTH & SAFETY INDUCTION ACKNOWLEDGEMENT

<b>EMPLOYEE/ SHAREHOLDER NAME:</b>		<b>POSITION/JOB TITLE:</b>	
<b>EMPLOYMENT START DATE:</b>		<b>OWNER/MANAGER:</b>	
<p><b>Health &amp; Safety</b></p> <p>I have been shown:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to do my job safely including the use of guards and other safety equipment</li> <li><input type="checkbox"/> The safety signs and what they mean</li> <li><input type="checkbox"/> How to safely use/store and maintain safety equipment</li> <li><input type="checkbox"/> How to safely use/store and maintain equipment, plant, tools and hazardous substances</li> </ul> <p>I know :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> My responsibilities as an employee</li> <li><input type="checkbox"/> Who to report health and safety issues to</li> <li><input type="checkbox"/> Where health and safety information is kept</li> <li><input type="checkbox"/> Who I must inform if I am unable to complete my job i.e. losing your licence</li> <li><input type="checkbox"/> The PPE I am expected to wear and when I am required to wear it</li> </ul> <p><b>Hazards and Risks:</b></p> <p>I know:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What the hazards and risks are at work</li> <li><input type="checkbox"/> What the controls are for these risks</li> <li><input type="checkbox"/> How to report hazards and risks</li> <li><input type="checkbox"/> How to conduct a risk assessment</li> <li><input type="checkbox"/> Where records of hazards are kept</li> <li><input type="checkbox"/> What PPE gear is necessary</li> <li><input type="checkbox"/> Safe work procedures</li> </ul>		<p><b>Emergencies:</b></p> <p>I am familiar with:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where the fire extinguishers are</li> <li><input type="checkbox"/> Guarding and machinery</li> <li><input type="checkbox"/> The emergency procedure</li> <li><input type="checkbox"/> Where the first aid kit is</li> <li><input type="checkbox"/> Who first aiders are</li> <li><input type="checkbox"/> My assembly area is: _____</li> <li><input type="checkbox"/> My emergency reporting person is: _____</li> </ul> <p><b>Incidents and Injuries:</b></p> <p>I know how to report:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Injuries</li> <li><input type="checkbox"/> Illness</li> <li><input type="checkbox"/> Early signs of discomfort eg any repetitive action</li> <li><input type="checkbox"/> Incident/injury forms are kept _____</li> <li><input type="checkbox"/> I report to _____</li> <li><input type="checkbox"/> I know reports will be investigated and I will be kept informed of the results</li> </ul>	
<b>SIGNED BY EMPLOYEE</b>		<b>DATE</b>	
<b>SIGNED BY MANAGER</b>		<b>DATE</b>	

# CAPABILITY ANALYSIS

<b>Employee/ Shareholder:</b>		<b>Date:</b>	
<b>Employer</b>	<b>Aerial Capital Group NZ Limited</b>		

Key Skills	No Experience	Some Experience Needs Training & Supervision	Fully Competent	Trainer / Supervisor	Signed	Date
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use of Smart move	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
W heelchair vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Specialist Training Required (note down any additional training requirements)						

RECORD OF QUALIFICATIONS OR TRAINING	
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[illegible]

## TRAINED FIRST AIDERS REGISTER

Name of First Aider	Which Course Completed	CPR Qualified	First Aid Certificate expiry date	Contact Number

# SAFETY MEETINGS FORM

Aerial Capital Group NZ Limited

Date .....

People Present:

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Review Previous Minutes: comments

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Accidents:

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Incidents/Near Misses:

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Hazards:

1. Any new hazards or risks
2. Run through 2 hazards, associated risks and their controls

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NB: Add any new hazards to the Workplace Map contained in this Health and Safety Plan and the Master Risk Register.

Emergency Procedure:

1. Run through one

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Personal Protective Equipment:

1. Any new equipment needed

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Health and Safety Checklist Report/Assessments/Reviews:

1. Any important / key findings

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Training:

2. Any further training required

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Additional Matters (e.g. H&S News, Legislative Updates, Standards or new industry guidance)

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Actions Agreed:

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NB: Ensure all actions agreed to are noted in the Health and Safety Management Plan.

# CONTRACTOR AGREEMENT

Date .....

Dear .....

## **Re: CONTRACT FOR AERIAL CAPITAL GROUP NZ LIMITED**

To comply with the Health and Safety at Work Act 2015, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
  - Hazard / Risk Register;
  - Emergency procedures;
  - Incident and accident reporting requirements;
  - Requirement for personal protective equipment;
  - Health and Safety Management Policy Statement;
  - First Aid Kits/Fire extinguishers locations;
  - Policies and procedures specific to the work being carried out;
  - Accident and incident data; and
  - Assurance of suitably trained employees.
2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015:
  - Contractors must consult, co-operate with and co-ordinate activities with all other PCBUs working on our site at the time.
  - Contractors are to comply with all regulations, enactments, and codes of practice (approved or voluntary) applying to the trade or profession within which they operate.
  - We, Aerial Capital Group NZ Limited are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into our workplace.
  - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
  - In the "event" of a death of a person, notifiable injury or illness, or a notifiable incident in that occurs in our workplace, in addition to being recorded and notified under the Health and Safety at Work Act 2015 to WorkSafe NZ, it must be reported to us, as the Principal.
  - All safety clothing/equipment required to minimise the risk of injury is to be provided by the Contractor, accessible to and used by any person engaged in the workplace.
3. Before commencing work on our premises, all contractors must ensure that any workers of the contractor, subcontractors on our premises, or if an individual, they are conversant with our:

- Hazard / Risk Register;
  - Emergency procedures;
  - Incident and accident reporting requirements;
  - Requirement for personal protective equipment;
  - Health and Safety Management Policy Statement;
  - Site/Workplace layout/map;
  - "No Go" zones;
  - Nearest evacuation assembly area;
  - First Aid Kits/Fire extinguishers locations;
  - Policies and procedures specific to the work being carried out;
  - Safety rules and procedures as outlined on our risk register and as per relevant industry guidelines on the WorkSafe NZ website: (<http://www.business.govt.nz/worksafe/information-guidance/guidance-by-industry>) and/or the NZ safety standards website.
4. We as the Principal to the contract retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.
5. Where any policy and/or procedure of ours contradicts any policy and/or procedure of the contractor's, our policies and procedures will prevail whilst work is being conducted on our property unless both parties mutually agree to something different.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name: .....

Contractor's Signature: .....

Date: .....

Contact Phone: .....

Sign the attached copy and return with the requested health and safety documentation.



# CONTRACTOR INDUCTION CHECKLIST

**BUSINESS NAME: AERIAL CAPITAL GROUP NZ LIMITED**

**REPRESENTATIVES NAME:**

## WORKPLACE INTRODUCTION

**BUSINESS NAME:**

**START DATE:**

**END DATE:**

### Checklist

**Tick**

Signed copy of Contractors Agreement and provided necessary documentation.

Explained emergency procedures and location of the first -aid facilities, and fire extinguishers.

Has explained accident and incident reporting and the contractor confirmed they will report all accidents and incidents.

Explained hazard, risks and shown the risk register so far as it relates to the task.

Clearly outlined restricted areas and "no go zones".

Explained the Company health and safety rules that the contractor will be required to comply with.

Contractor confirmed they have appropriate equipment, including safety equipment, for the task.

Manager has seen proof of contractor competency (e.g., trade certification).

Discussed the JSA and any specific job instructions and work methods required.

Has explained the Drug and Alcohol Policy.

Contractor has been advised of the requirement to communicate with **Aerial Capital Group NZ Limited** when arriving and leaving the workplace to ensure everyone leaves safely and the whereabouts of the contractor and their employees is known.

CONTRACTOR'S  
SIGNATURE:

DATE:

MANAGING DIRECTORS  
SIGNATURE:

DATE:

# AERIAL CAPITAL GROUP NZ LIMITED VISITORS REGISTER

NAME	DATE	TIME IN	TIME OUT	COMPANY	PURPOSE OF VISIT	SIGNED

# VEHICLE DEFECT FORM

Date:	
Driver Name:	
Vehicle/Rego #:	

## Details of Defect

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## Office Use Only:

### Action Required:


### Repairs Carried Out:


Actioned by: ..... Position: .....

Signature: ..... Date: .....

# INFORMED CONSENT

DATE: .....

I, ..... authorise Dr ..... to release the  
(employee name) (name of doctor)

full details of my medical condition to my employer, represented by .....  
Managing Director

..... to assist them in supporting and/or monitoring my health as it  
Queenstown Taxis 2011 Limited relates to my work.

I understand that my employer is:

- (a) Collecting and using the information to ensure it is taking all reasonably practicable steps to ensure my health and safety and to comply with other obligations under the Health and Safety at Work Act 2015;
- (b) Required to comply with the Privacy Act 1993 and the Health Information Privacy Code 1994; and
- (c) Required to take reasonable steps to ensure the information is kept private and confidential and only those involved in supporting and/or monitoring my health as it relates to my work, are allowed to access and use this information.

Date:..... Employee Signature: .....