

## Documentation and Specialist Advice

### Statement of Intent

Craggy Range is committed to reviewing its Health and Safety Policy at least every two years or:

- after a critical event, incident or near miss,
- to take into account changes in relevant legislation and/or regulatory changes.
- following changes in Craggy Range's business practices, organisational structure or key personnel.

### Hazards and Risks

All hazards/risks will be reviewed in conjunction with workers at least annually or

- after a critical event, incident or near miss.
- to take into account changes in relevant legislation and/or regulatory changes.
- following changes in Craggy Range's business practices, organisational structure or key personnel.

### Planning Review and Evaluation

Health and Safety Objectives will be reviewed annually and a Health and Safety Objectives for the forthcoming 12 months will be formulated. The Health and Safety management systems will be reviewed annually or as required in the event of a critical event and/or if there is a change in work procedures, legislation/regulation or H&S Policy. Craggy Range will undertake an annual self-assessment to ensure continued compliance with the ACC WSMP audit.

### Incident and Injury Reporting, Recording and Investigation

Incident and injury data will be reviewed quarterly to identify trends and to take appropriate action with regard to training and/or further remedies.

### Employee Participation

Craggy Range is committed to consultation and cooperation between management and employees. The organisation will consult with employees by direct consultation and regular meetings and on any workplace change that will affect the health and safety of any its employees.

Employees will be involved in meetings as required and Health and Safety Committee meeting will be at least quarterly.

### Emergency Planning

Emergency evacuation exercises will be carried out every six months and if necessary the emergency plan will be updated after such an exercise.

### Knowledge of Current Health and Safety Information

Craggy Range is committed to building a strong foundation for health and safety. To ensure that management and employees have a greater understanding of health and safety policies and procedures they have access to current health and safety information and legislation, as well as Craggy Range maintaining a list of current health and safety documents and resource information.

All H&S information is available through;

- Health and Safety at Work Act 2015
- Injury Prevention, Rehabilitation, and Compensation Act 2001 and Amendments
- Regulations associated with above
- Codes of Practice
- NZ Standards

If not available in hard copy they are available through the WorkSafe web-site.

To demonstrate conformance the following occurs

- Regular audits
- Action on audit recommendations
- Minutes of both senior management meetings and employee meetings where H&S was discussed
- Records of accident investigations

### **Specialist Advice and Guidance**

Where appropriate, Craggy Range undertakes to seek the advice and guidance of external organisations and/or specialists e.g.

- WorkSafe
- ACC
- Specialist Health and Safety Advisors
- HZNO

Where appropriate Craggy Range will undertake to seek the advice and guidance of external organisations and/or specialists.

#### **ACC**

- Website [www.acc.co.nz](http://www.acc.co.nz)
- Telephone 0800 222 776

#### **WorkSafe**

- Website <http://www.business.govt.nz/worksafe>
- Telephone +64 4 915 4400

#### **Energy Safety Service**

- Website [www.ess.govt.nz](http://www.ess.govt.nz)
- Free-phone (NZ only) 0508 377 463

#### **Fire Service**

- Website [www.fire.org.nz](http://www.fire.org.nz)

#### **Hastings District Council**

- Website [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)
- Telephone 06 878 0500

#### **Hawkes Bay Regional Council**

- Website [www.hbrc.govt.nz](http://www.hbrc.govt.nz)
- Telephone 06 835 9200

#### **Wairarapa District Council**

- Website <http://www.swdc.govt.nz/welcome>
- Telephone 06 306 9611

#### **Marlborough District Council**

- Website [www.marlborough.govt.nz](http://www.marlborough.govt.nz)
- Telephone 03 520 400

#### **Ministry of Defence and Emergency Management**

- Website [www.civildefence.govt.nz](http://www.civildefence.govt.nz)