

COMMERCIAL IN CONFIDENCE

Health and Safety Guide

for
Contractors
and
Temporary
Employees

2021/2022

EMERGENT

emergent.co.nz

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INTRODUCTION

The purpose of this guide is to provide our valued Contractors and Temporary Employees with all relevant Emergent Health and Safety information on policies, procedures and reporting while on assignment. We have also included handy tips to ensure you are working within the safest possible environment.

This is supplementary to the Health and Safety requirements of your Contracting or Temping Assignment premises / workplace. Please take some time to review and familiarise yourself with their health and safety procedures and processes.

***Your ongoing feedback is key to our mutual success
Emergent endeavours to seek feedback on an ongoing basis; to
assure we create an environment where Health and Safety is front of
mind and where issues can be raised at any time.***

EMERGENT

Health & Safety Policy

Emergent considers the health and safety of all its workers (employees, contractors, volunteers), clients and authorised visitors to its premises, to be of utmost importance.

As such, Emergent maintains a Health and Safety Management System which complies with legislation and promotes best management practices described within AS/NZS 4801:2001.

Establishment of this management system is evidence of Emergent commitment to:

- Comply with all applicable Occupational Health and Safety regulations, standards, industry best practices and guidelines;
- Provide safe working conditions;
- Ensure appropriate controls for hazards are established;
- Ensure that Health and Safety considerations receive appropriate priority in design, operation and maintenance of all Emergent owned (or leased) property and equipment;
- Ensure all persons receive appropriate training to gain a proper understanding of all applicable Health and Safety practices, Emergent procedures and regulatory requirements;
- Strive for continuous improvement in the area of Health and Safety performance by monitoring operations and through regular measurement and review of its targets, objectives, policies, procedures and processes.

Safety Responsibility

- The Consulting Director(s) is (are) accountable for ensuring this policy is implemented, reviewed regularly and updated as required.
- All workers are responsible for the communication and demonstration of a safety-first culture, in accordance with this policy and its overriding objectives. They are accountable for the protection and actions of personnel under their authority and will always reinforce safe work behaviours.
- All workers engaged in activities under Emergent's control are responsible for stopping and reporting unsafe acts and conditions, and for adhering to Emergent policies and procedures.

Name Debbie Tuck, Consulting Director

Signed



Date

1 April 2022

Review Date

1 March 2022

Director and Officer Responsibilities

- Under the Health and Safety at Work Act 2015 (HSWA) Directors (as officers) are required to take reasonable steps to understand Emergent's operations and health and safety risks, and to ensure that they are managed so that Emergent meets its legal obligations.
 - To meet the duty of due diligence which applies to all directors they take reasonable steps to ensure they have personal knowledge and understanding of the health and safety matters in the workplace.
 - This understanding also includes the operations of the site(s) and hazards and risks associated with those operations.
 - The directors ensure and verify the resources and processes to eliminate or minimise risks and that appropriate safety measures are in place.
 - Directors receive and consider regular health and safety information from the Emergent's management on the status of compliance with all the duties and obligations contained in health and safety regulation in respect of the overall operation.

Consulting Director(s)

- The **Consulting** Director(s) is (are) considered under the HSWA to be a person(s) conducting a business or undertaking (PCBU).
- The **Consulting Director(s)** has overall responsibility to ensure Emergent resources are made available to workers that manage the actual and potential risks and hazards that staff and others face from activities undertaken by Emergent.
- The **Consulting** Director(s) is able to confirm that:
 - New workers have received documented induction safety training that focuses on the need to be safe at work and not place themselves or anyone else at risk.
 - Emergent undertakes regular risk and hazard identification and assessment of workplaces and that safe operating procedures (methodology) and standards are developed that reflect the need to control the potential risks.
 - That workers exposed to significant risks receive documented safety training and that it includes a safety skill assessment to determine their level of skills and if able to work unsupervised in areas that potentially have such risks.
 - Emergency procedures are in place which are able to deliver sufficient response and first aid treatment for all work places.
 - Workplace accidents are reported, investigated and reviewed to identify risk, improve safety management and prevent ongoing injury. This includes systems that manage serious harm events and the need to preserve the scene and notify WorksafeNZ.
 - Workers are encouraged to be involved in the development, implementation and review of safety management through the holding of regular safety meetings and having appointed representatives where appropriate.
- All equipment is fit for purpose, meets HSWA regulations, is being fully maintained and serviced so that it is safe. That prior to the use of new equipment safety requirements are assessed and controls are put in place prior to commissioning.
- Ensure work undertaken by contractors and others is assessed and the risks relating to that operation or activity is understood by Emergent's management. Those significant risks that can be eliminated are eliminated and those that cannot are managed to prevent harm.

Management

- Each manager ensures that workers are not harmed while at work by establishing safe working practices within the workplace by:
 - Before working or asking others to start work, risks associated with that work have been identified and controlled using the New Job Order process.
 - Ensuring that equipment is safe, and workers have been inducted and received training on Safe Operational Procedures (SOP) that are required to do the work safely.
 - Ensure when appropriate personal protective equipment (PPE) is provided such as safety boots, hearing protection, safety glasses, gloves, respirators, etc and that the workers understand their use.
- Ensure sufficient time and resources are made available to implement and maintain Emergent HSW procedures. This includes the involvement of workers in regular health and safety meetings, risk identification, monitoring, and accident recording.
- Stop work which is believed to be unsafe until it can be made safe and never knowingly expose any person to likely harm from workplace risk.
- Ensure all incidents (harm, non-harm, equipment) are recorded in the accident register, investigated and reported to the appropriate person.
- Help with the investigation of accidents to prevent likely re-occurrence and to identify and evaluate significant hazard controls.
- Ensure the Director is informed immediately of any serious injury accidents (Notifiable Event), safety concerns and / or any near misses that could have resulted in harm (Notifiable Incident).
- Continuously monitor workplace safety to identify potential significant risks and hazards and their control to ensure work is carried out safely.
- Work with contractors and PCBU's to ensure risks are identified and the required controls and risks to others are understood by all parties.

Worker Safety Responsibilities

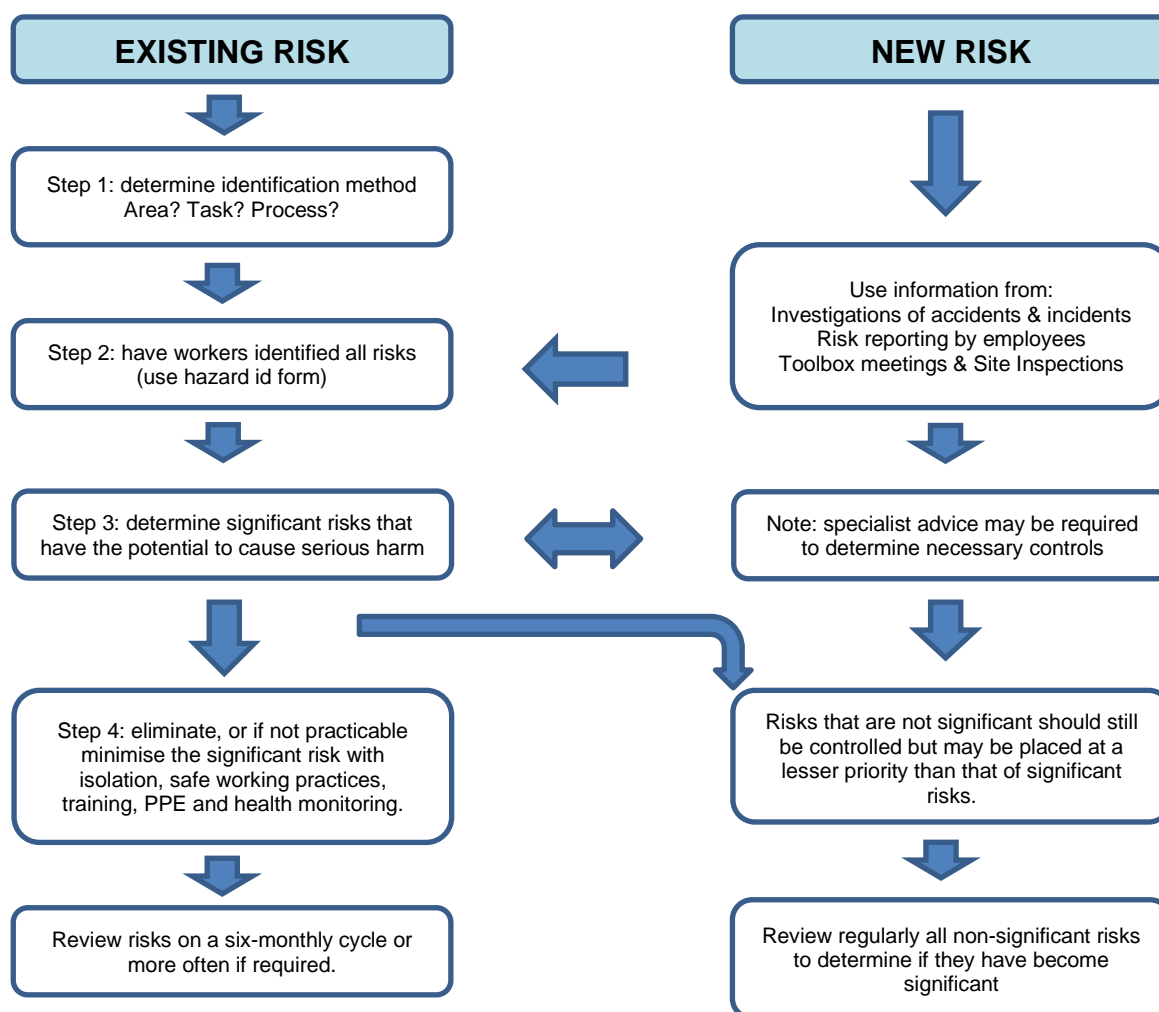
- Workers understand and recognise their individual responsibility for personal safety and the safety of others while working.
- Complete and sign-off Emergent safety induction training prior to work commencing.
- Follow Emergent's health and safety procedures and observe safe work practices at all times. Failure to do so is likely to result in serious disciplinary procedures by Emergent which could result in the termination of employment or contract.
- Make themselves aware of emergency readiness procedures within the workplace and immediately report unsafe work conditions or equipment to the owner or supervisor.
- Immediately report workers or public injury, equipment damage, near misses, and loss of property to a supervisor and help to complete an accident report.
- Participate in keeping the workplace safe by contributing to regular meetings of workplace health and safety and reviews of health and safety procedures.

Risk and Hazard Management

The following procedures have been developed to achieve the objectives of Emergent's health and safety policy. Aims are to:

- Systematic identification of workplace risk.
- Assessment to determine significance of each identified risk, then determination of control – elimination or minimisation.
- To ensure procedures identify new risks on an ongoing basis before workers or visitors to the workplace might be exposed to any risk of harm.
- For management and worker representatives to monitor Emergent's accident register and associated investigations. To further identify significant risks and evaluate control performance.
- To ensure training and or supervision is provided when appropriate, and establishing safe work practices and procedures thus preventing likely harm from significant risks.
- To involve workers in the process of managing health and safety within the workplace and to provide appropriate training to enable them to do so.
- Changes to procedures can be made as long as they are clearly documented and in consultation with the manager. The procedures themselves follow closely the requirements of law so changes must be made with care.
- All workers are instructed to undertake a process of risk identification when undertaking work for the first time or using newly purchased equipment.

The following diagram is a guide outlining our responsibilities relating to risk and hazard management.



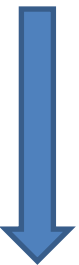
Risk Identification and Assessment

- Emergent documents identified risks and the degree of likely risk associated with the activity, machine or process. Determine the severity and frequency.
- Enter likely ways to reduce the likely risk of an accident occurring and degree of possible injury.
- Determine if the risk is a significant hazard risk.
- Actions relating to the risk are determined based on the effects to people, environment and equipment.
- Systematic risk identification and assessment is carried out evaluating the workplace by area or by following the manufacturing process step-by-step, or both.
- For each identified risk Emergent we ensure sufficient information is provided to make accurate and informed judgement on the appropriate action to take to control that risk. If required specialised advice will be obtained from a skilled source as to the most appropriate controls to be put in place such as the industry association, WorksafeNZ, safety consultant or the manufacturing or supplier.
- A risk matrix scoring system is provided within these procedures to assist staff to determine a response priority to each risk.
- All identified risk is assessed to determine their potential to cause serious harm. A significant risk means a hazard that is an actual or potential cause or source of harm as detailed below.

Risk Matrix				
Likely hood	Likely	Medium	High	Very High
	Unlikely	Low	Medium	High
	Highly Unlikely	Very Low	Low	Medium
		Slightly Harmful	Harmful	Very Harmful
Consequence				

Action Risks Determined to be Significant Risks

- Actions prior to a significant risk joining the significant risk register follows the hierarchy as per the table below.

Hierarchy of Control	
Most Effective	Elimination: 1] Remove the hazard completely from the workplace or activity
	Minimisation: 2] Substitution: replace a hazard with a less dangerous one 3] Isolation: separate people from the hazard 4] Engineering Controls: making a machine / work process safer 5] Administration: put in place rules, signage, training, etc 6] PPE: protective clothing and equipment
Least Effective	

- The manager or designated person(s) will monitor significant risk controls by regular reviewing the standards of and compliance with the controls and any safe operating procedures relating the significant risks.
- Daily visual inspection of equipment and review of activities is undertaken by supervisors to ensure worker safety.
- Workers visually check all equipment safety before use and use of appropriate PPE made available by management.
- Special consideration is given to the control of significant risk when staff are introduced to risk activities for the first time.
- Supervisors ensure workers undertaking the supervision and instruction of safety procedures controlling risks have adequate skill and experience themselves.

Risk Evaluation

- Emergent holds specific information on controls relating to identified risks based on current safety regulations, codes of practices, industry best practices and New Zealand standards.
- The nominated person / persons review risks and ensures safety related information is available and understood by workers.
- Regular workplace audits (no less than 3 monthly) are done to evaluate the level of information available to workers regarding specific controls and compliance based on the significant risk register.
- A review of the information provided to workers is to be reviewed as part of the annual review process for risk by the nominated person / persons.
- Part of the risk review process for creating changes to the workplace includes legislative requirements relating to that workplace.

Risk Minimisation

- The following steps should be taken to reduce the risk of harm to workers when minimising a significant risk or hazard.
 - All workers have information about the risks and methods of controlling them.
 - When appropriate, workers are issued with protective clothing and suitable safety equipment (PPE) when exposed to significant risks, with the training in the fitting, correct use and maintenance and replacement of that equipment.
 - Emergent has a system in place for the issue, renewal and maintenance of PPE and other safety equipment relating to significant hazards.
 - Where appropriate environmental monitoring of the risk will be undertaken.
 - Where appropriate health monitoring of workers will be used to ensure effectiveness and compliance of controls.
 - Emergency procedures deal with any likely situations arising from the risk.

Accident Reporting, Investigation and Rehabilitation

The terms incidents and accidents in this context includes all near misses, near hit events, work related illness and injury events, that harmed or might have harmed a worker and others during work.

All workers are required to report accidents and incidents to their immediate supervisor immediately after they occur and have the event recorded in our register.

Non-Serious Harm Procedure

- The manager ensures that sufficient first aiders are available and a person records all accidents and incidents within the accident register, completing an initial investigation of the accident or incident.

- The designated accident investigator reviews as soon as practicable each reported incident to check it is correctly recorded and take any immediate steps required to make the workplace safe and to stop a reoccurrence. All actions are to be documented and attached to the accident report for review by the nominated person / persons.
- If corrective actions are required the accident report (or as an attachment) shows the work required; immediate steps taken; the names of any persons responsible for doing the work; and the specific timeframe required to have it completed. That when work is completed it is dated and signed off by the nominated person / persons.
- Induction training ensures workers are provided with specific instructions regarding the incident / accident recording procedures. Unless it is impracticable to do otherwise, workers are not to record their own accidents within the accident register or solely carry out an investigation.
- The nominated person / persons regularly reviews all accidents and incidents recorded to discuss trends and injury rates.
- Data relating to injuries is posted within the workplace for workers to see and made available to the directors for their review.

Serious Harm Accident Procedure

- First priority is to provide medical assistance. Control or move items at the scene only if necessary to:
 - Safe life, prevent harm and relieve suffering
 - Maintain access for essential services
 - Prevent serious damage or loss of equipment
- In the event of serious harm, the Director and manager (or in their absence an appointed person) is informed immediately. The manager or nominated person will confirm that serious harm has occurred and arrange to notify the appropriate government agency (WorksafeNZ) by telephone or fax as soon as practicable.
- Workers are not to interfere with the scene of a serious harm accident. The manager should commence collecting investigations for Emergent's immediately i.e. photographs, measurements, workers interviews, contractors and other witness testimonies that confirm activities leading up to the event.
- The manager is to notify WorksafeNZ in writing on the prescribed Worksafe notification form within two days of the event and provide a report to that authority.
- The Serious Incident Report is completed in the event of a serious harm accident. This includes injury to any member of the public or contractor involving a Emergent activity. All information associated with the investigation of an accident is for Emergent use only.
- Only the Director or nominated person is authorised to speak on behalf of Emergent or make documentation available to any other person.

Practical Guidelines for Investigation

- Much of the evidence at a serious accident scene is of a fleeting nature and may not last for very long. Samples should be taken where appropriate and photographs, sketches and measurements, all to help with later reconstruction of events.
- Interviews should be taken as soon as possible. Eyewitnesses are strongly influenced by each other and news media may change their view of the event. Witnesses may become hostile for various reasons so keep interviews low key and focused on the events surrounding the accident. Ask open-ended questions.
- Follow the questions described within Emergent's safety procedures. They will provide a sound structure to obtaining the information required. Ask additional relevant questions.

- Allow the person being interviewed to explain their answer in their own words. Ensure accurate notes are made. Let the person review and sign the interview note. If requested allow family or a staff representative to be present.
- Do not interview staff in groups. Look for the underlying reasons for the accident. Not all causes of accidents are work related. Follow common sense and respect the privacy and rights of the injured and others involved in the investigation.
- A health and safety professional trained in accident investigation may be called to assist at the manager's discretion in the event of serious injury.

Rehabilitation

- Given the varied nature of rehabilitation needs, management seeks appropriate additional information and advice when reviewing Emergent's rehabilitation involvement and return-to-work programmes including ACC.
- If an injury requires professional medical treatment Emergent assists workers in seeking medical treatment. This in most cases will be with an occupational physiotherapist. While Emergent has no legal requirement to pay for treatment we may do so on a case by case basis.
- No payment will be made to workers for costs associated with medical treatment unless the injury was reported to Emergent as per the accident reporting and investigation procedures and it has been agreed to in advance.
- Workers are required to report back to Emergent immediately after receiving treatment from the medical provider to complete Emergent's safety procedures and continue work if practicable.
- The worker must provide Emergent with a copy of the ACC Medical Certificate if one has been obtained and documentation from the medical provider as soon as practicable to help Emergent to establish the extent of the injury (for serious harm assessment), any limitation in work capacity and help plan the appropriate rehabilitation.
- For all injuries, rehabilitation will commence at the earliest opportunity and where appropriate will involve ACC.
- Rehabilitation is offered to workers for nonwork related injury and sickness on a case by case basis.
- Emergent assists with rehabilitation by allowing work trials of employees, graduated return to work and other vocational rehabilitation interventions in direct consultation with ACC and at ACC's cost and / or with any nominated third party claim management specialist.

Worker Representatives and Meetings

- The manager will in conjunction with workers (and their union representatives where applicable) appoint a health and safety committee if required.
- The health and safety committee's duties include, but is not limited to, ensuring the promotion of health and safety of all workers whilst at work. The health and safety committee has the power to co-opt additional temporary members for special purposes such as expertise or technical knowledge.
- A quorum consists of three members. The health and safety committee meets from time to time as determined by the committee but not less than 3 monthly intervals.
- In the event of a critical event the safety committee meets (or appointed members of the committee) and reviews all material and makes recommendations to the manager as required. If urgent or if the event is of a serious nature a special safety meeting is held.
- The health and safety committee ensures proper minutes are kept of all meetings. Copies of such minutes are posted on notice boards and circulated to all members of the health and safety committee and the director(s).

- The health and safety committee is responsible for issuing and return of health and safety manuals within the workplace.
- The committee is responsible for ensuring the safety of new materials and equipment is carried out and considered by the manager prior to purchase.
- Employee members of the committee are given adequate training in the relevant procedures in order that they may carry out their responsibilities and meet the objectives of the committee. This training should be recorded on their training record.
- Once a year the committee will undertake a review of Emergent's safety procedures to monitor their effectiveness as described within these procedures.
- Workplaces that have a potential to create significant risks hold tool box / pre-start meetings prior to work starting and at regular intervals to confirm staff are aware of the risks and understand controls.

Worker Safety Training, Skill Assessment and Trainer Selection

- Induction and assessment of all new workers will:
 - Ascertain required proficiency and stated skills
 - Advise them of Emergent's health and safety management policy and procedures and establish training needs.
- All new workers are provided safety induction training relating to safety within Emergent which is documented.
- Paid training leave is provided to worker selected safety representatives at a level established within the employment relations legislation as described within the HSW Act.
- The safety training record of workers is reviewed and updated from time to time and ongoing training needs assessed by management and workers.
- Only internal and external trainers with appropriate safety experience, qualifications and skill are employed to train workers. Emergent will use when available, training based on the NZQA unit standard framework.
- Emergent requires proof by way of a photocopy of certificates, licenses and qualifications relating to safety training, which is to be held on file.
- Loss of licence or qualification to operate equipment must be reported immediately to Emergent.
- Workers that are specifically involved with the management and training of significant risks will first be assessed to determine they have the skill and expertise to demonstrate and instruct others on the controls required to ensure significant hazards are managed correctly and safely.
- Workers leading risk management undertake training or refresh their skills and experience every two years.

Trainer Selection

The trainer ensures each worker has sufficient skills to work safely before signing off that they have successfully completed the safety induction process by:

- Taking the person for a quick walk around the workplace to familiarise themselves, meet other workers and have an overview of workplace and its risks.
- Sit down with and go over Emergent's induction checklist with a special focus on safety, sign off each section only when satisfactorily completed.
- Ensure the person is issued with the required PPE to work safely.
- The trainer is to assess the level of skill and experience the person has by asking questions and identifying which of Emergent's safe operating procedures need to be completed by the new worker as part of their safety training.
- Discuss Emergent's significant risk register and safe operating procedures that the person needs to demonstrate competencies under supervision before working unsupervised.

- Using the induction form discuss future training needs in particular external training to NZQA standards.
- The training is to ensure new workers are aware they are not to use equipment or attempt significant risk related tasks unless supervised or signed off by such authorised person to do so.
- The trainer ensures a copy of any licenses or training certificates required as part of the job is held by Emergent before allowing the person to attempt such tasks or use of equipment.
- In addition to specific safety training the trainer also goes over the general Emergent rules.
- Training is to ensure Emergent's drug policy and zero tolerance to illicit drugs at work is discussed.
- Highlight emergency procedures including raising an alarm, evacuation points, first aid kits, fire extinguishers, and the names of the site's first aiders.

Document Control

The Director or nominated person is the primary document controller and is responsible for the administration and distribution of the health and safety policy and procedures. The master copy of the manual should be kept in a file clearly marked Master Copy. This is to distinguish between the original and photocopied material.

The Director or nominated person ensures a backup copy of these procedures is held off site in digital and hard copy format.

Managers are responsible for ensuring each workplace has access to a current copy of the HSW procedures and workers have ready access to these procedures. All printed HSW documents will have a date and version printed on each page and is to be controlled.

Only the master copy is considered as the current Emergent's health and safety document.

Purchasing Safety

- The Consulting Director(s) and managers have a duty to ensure the safety of new equipment is reviewed during pre-purchasing activities. The safety of such purchases is an agenda item at each safety committee meeting and should involve staff.
- Between regular safety meetings the manager may hold special meetings to discuss safety related issues, including the purchasing of a specific item of equipment and personal safety equipment for specific activities.
- Consideration is given to health and safety standards when purchasing equipment and chemicals. When applicable, equipment and chemicals are to meet the New Zealand Safety Standards.
- All chemicals purchased should be supplied with the appropriate Material Safety Data Sheet (MSD Sheets) for each chemical. Chemicals are to have MSD sheets available within the workplace at all times.

Safety of Visitors

- Emergent's policy is that visitors are required to sign in at the office or gate when arriving to the workplace unless otherwise stated. The visitor is to be made aware of the risks, how they are controlled, incident management and emergency management. If it is not practical to sign in the visitors are accompanied by a Emergent staff member at all times or be given an appropriate induction in the risks and safety precautions required.

- Visitors must wear the required safety equipment for the area which may include shoes / boots; hard hat; high vision clothing; and have available for use hearing and eye protection.
- Persons under the age of 16 are not permitted within risk areas unless strictly supervised by one adult per two children.
- All visitors are made aware of controls of hazards and what to do in the event of an emergency when visiting.

Emergency Management

Emergent undertakes at two full emergency evacuation drills every year to check everything is in place in case of an emergency. The effectiveness is reviewed and changes made when needed.

Every workplace practices and re-evaluate its emergency procedures. The detail to which emergency procedures are required vary greatly depending on the size and scope of each business and the significant hazards involved.

Below is a summary of the key elements of most emergency plans. The trainer must discuss and evaluate the understanding of new employees before signing off their competency in the induction checklist.

Some workplaces may need specialised emergency procedures and training which are far greater than that provided within these procedures. If so, Emergent provide the special procedures to the trainer for use in association or instead of these general procedures.

Summary of Emergency Procedures

An emergency event can strike at any time, it will be sudden and unexpected, it will disrupt the normal routine of Emergent and it will demand immediate actions by persons within Emergent. Emergency planning is based on common sense.

For such events as fires, earthquakes, floods and civil emergencies:

- Stop, think and then act.
- The first priority is for the safety of all people present, don't further endanger yourselves. Evacuate the people from the area using an evacuation plan and assembly point.
- Activate any emergency shutdown systems; live unattended machinery can be dangerous.
- Contact emergency services as soon as practicable and be prepared to direct them when they arrive.
- The normal emergency service number is 111.

Contractor Safety

Every contractor is required to provide specific information relating to their safety management prior to starting work for the company. This is set out in the Contractor Safety Assessment.

Each contractor is evaluated on their health and safety as well as general performance on a post job or annual basis as set out in form Contractor Evaluation Form. This evaluation may have a bearing on future work you do for us.

Contractors are treated in the same way as all our workers including inductions, ongoing safety management, attending our toolbox meetings, etc.

Emergent provides every contractor with a Contractor Pack that sets out our expectations in health & safety management.

EMERGENCIES AND HAZARDS

The aim of this guide is to outline the policies, procedures and information relevant to your health and safety within your assigned work environment. Always follow safe work practices and never take risks.

The Health and Safety at Work Act 2015 requires us to take all reasonably practicable steps to maintain a safe working environment and keep everyone safe, at all times.

Hazards

A Hazard is anything unsafe or unhealthy within the workplace. Your assignment supervisor or manager should at your induction:

1. identify all known hazards and their method of control; and
2. advise you of their processes for hazard identification and reporting.

Potential Hazards may include:

- Poor Lighting
- Extreme Temperature
- Poor ergonomically designed equipment - causing musculoskeletal problems
- Excessive or irritating noises
- Potential radiation exposure
- Dangerous chemical or toxic exposure (sick buildings)
- Excessive vibration of equipment
- Heavy workloads and work pressure causing emotional stress
- Poor flooring, loose stairs, broken handrails and cables lying around which could cause trips or falls
- Falling items from shelves, cupboards etc.

How to respond to Emergencies that may arise

Your assignment supervisor or manager should during your induction advise you of their emergency procedures, you must familiarise yourself with these policies and procedures.

If necessary, contact emergency services by the company's **usual external dial out option then phoning 111**. If you are reporting a hazardous substances emergency, please call the New Zealand Fire Service on 111 and then their

Response Team directly on **0800 030 040**.

Do not disturb an accident scene.

Any non-urgent reports should be reported directly to your on-site supervisor/manager and your Emergent consultant.

Alcohol and Other Drugs

Your assignment supervisor or manager will advise you of their Alcohol and Other Drugs Policy and process.

You must inform your assignment supervisor or manager if you are taking any prescription medication.

Emergent has zero-tolerance of Alcohol and Other Drugs in the workplace

Being under the influence of drugs or alcohol while at work poses serious health and safety risks to the user and to co-workers.

Emergent has zero tolerance for anyone being at work affected by alcohol or illicit drugs. Breaching this zero-tolerance policy may result in instant dismissal.

Fire and Earthquake Safety Awareness

On all assignments you must:

1. Obey all alarms, signs and labels. They alert you to hazards on your particular job.
2. Understand the reporting system within your place of work. Be aware of the evacuation points and procedures and the location of fire extinguishers in the event of fire.
3. Ensure all fire exits are kept clear of obstructions.
4. Keep flammable liquids in approved containers and follow correct procedures at all times for their use, storage and disposal.
5. DO NOT smoke in any 'non-smoking/smoke free' areas or when in contact with flammable materials

Changes to Workplace and Duties

If there are any changes to your workplace or duties which may affect yourself or others Health and Safety, please contact your Emergent consultant immediately.

KNOW YOUR RESPONSIBILITIES

While at work you have a general duty of care as prescribed in the Health and Safety at Work Act.

You must

1. take reasonable care for your own health and safety;
2. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
3. comply, as far as you're reasonably able, with any reasonable instruction that is given by the employer to allow them to comply with the Act or regulations;
4. co-operate with any reasonable policy or procedure of the employer relating to health or safety at the workplace.

Additionally, you must cooperate and where required collaborate with the employer with any safety investigation if requested.

Safe working practices must be adhered to at all times and are our principal goal. You must make sure you always work in a healthy and safe manner, you observe and practice safe work methods, encourage other employees to work in a healthy & safe manner and always discourage other employees from working in an unsafe manner.

- Be familiar and follow the Emergent Health and Safety Guide for Contractors and Temporary Employees (this document)
- Know and follow the relevant Health and Safety policy and procedures for every client and each workplace
- Attend any health and safety induction and training for each workplace
- Don't take risks
- Follow procedures at all times
- Report any hazards, accidents or incidents, including a "near miss" to Emergent and the client's representative immediately
- Request a site visit and inspection by Emergent should you feel this is necessary to identify issues, raise them appropriately and to generally ensure safety at work

Failure to report an accident or incident within 24 hours may affect the status of any ACC claims.

Failure to follow reasonable/legitimate Health and Safety instructions/procedures may result in dismissal.

ACCIDENT & INCIDENT REPORTING AND FORMS

If you witness or experience an incident, accident or identify a hazard, please report it immediately to your supervisor/manager and your Emergent Consultant. When requested complete the Emergent Accident/Incident Report Form (appended to this document).

You will be given an induction on procedures when you arrive on an assignment. If there is anything you are unsure of, you must ask your assignment supervisor or manager

SITE INSPECTION HAZARD ASSESSMENT and ACTION REGISTER FORM

Use additional sheet if required

Attach any supporting documentation

[illegible]

Confirmation - Inspection has included (leave unticked if not applicable):

- | | | |
|---|--|---|
| <input type="checkbox"/> Workstation (including desk, chair, computer layout) | <input type="checkbox"/> General orderliness / clutter | <input type="checkbox"/> Stairs (handrails) |
| <input type="checkbox"/> Wet areas including kitchen / bathrooms | <input type="checkbox"/> Shelving / items at height | <input type="checkbox"/> Lifting access (stools, ladders etc) |
| <input type="checkbox"/> Vehicle traffic areas | <input type="checkbox"/> Trip Hazards (including cabling, floor coverings, freestanding items) | |
| <input type="checkbox"/> Site evacuation signage | <input type="checkbox"/> Other – please list: | |

Inspected By	Signature	Date	Manager Confirmation	Signature	Date
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Emergent

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www.linkedin.com/company/emergent-&-co-ltd

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ACCIDENT INVESTIGATION REPORT FORM

1. Division: Emergent & Co / EBSL

Particulars of Accident

Date of accident:

2. The Injured Person

Name:

Address:

DOB:

Mobile Number:

Length of Employment:

Type of Injury

- ☐ Bruising ☐ Dislocation ☐ Strain / Sprain
☐ Scratch/abrasion ☐ Internal ☐ Fracture
☐ Amputation ☐ Foreign body ☐ Burn/scald
☐ Laceration / Cut ☐ Chemical reaction

☐ Other (specify):

Injured part of body:

Comments:

Damaged property

Property or material damaged:

Nature of damage:

Object/substance causing damage:

4. The Accident

Describe what happened, add drawing of accident on reverse – particularly if vehicle

What caused the accident?

How serious could it have been?

☐ Minor ☐ Serious ☐ Very serious

How likely is this to happen again?

☐ Not often ☐ Occasionally ☐ Often

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Prevention!

What action has or will be taken to stop another accident like this happening?

Tick items already actioned. Write below if more space required.

Action	Tick	BY WHOM	WHEN
5. Treatment and investigation of Accident			
Type of treatment given			
Name of person giving first aid:			
Doctor / Hospital (name):			
Accident investigated by:		Date:	
WorkSafe NZ advised? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reference: Date:	
Company Reference / Register Number:			

Confirmation Name _____ Signature _____ Date _____

 For Emergent Signature _____ Date _____

 For Client (if applicable) Signature _____ Date _____

USEFUL TIPS AND HINTS FOR CONTRACTORS AND TEMPORARY EMPLOYEES

Office Equipment

- Only use equipment that you have been trained on
- When using filing cabinets, only open one draw at a time

Lifting

- Always lift using your knees, do not bend your back
- Do NOT lift excessively heavy objects, if in doubt, ask for someone to help you
- Be wary of shelves above shoulder height in particular and the loads thereon. Use step tools and ask for assistance whenever necessary

Taking regular breaks

- It's important to take regular break intervals during your work day
- Try to get some fresh air on your lunch break which will refresh your mind and body
- Consume sufficient water at regular intervals throughout the day

Work Station

- Keep posture as straight as possible and keep eyes at screen level
- When typing, keep your wrist position flat. Don't bend your wrists
- Adjust your computer screen to the right height and minimise glare
- Get up and move around the office regularly

Mental Wellbeing

- The ClearHead App provided free to all Emergent Temporary Employees is an anonymous platform to support you through any difficult mental wellbeing.
- In NZ, navigating the health system can be tricky. Do I need to see a doctor? When should I see a doctor? For most people seeking medical help, they often don't know where to start or are not comfortable with reaching out in person.
- Our health system also cannot train enough health professionals to meet the true demand out there. That is why there are long wait times and certain groups of people have poorer health outcomes.
- Clearhead is an online, one-stop-shop platform, designed by NZ doctors, that empowers New Zealanders to find the help they need. We do this by helping you understand your symptoms and providing personalised recommendations through our digital wellbeing assistant.

- Clearhead enables preventive and proactive healthcare that is focused on wellbeing by introducing choice, convenience and control back to you.

Financial Wellbeing

- Emergent has formed 2 partnerships for financial education, offered free to our temporary workforce.
- AMP offers future planning and education on long term financial goals and how to best balance them with your current living requirements.
- Westpac offers a comprehensive programme with a wide range of topics related to the current daily Money Skills.
- All education is available physical or electronically.

Please see **ACC Recommended Stretches and Useful Tips** in Appendix 1

CONTACT DETAILS

Emergent Main Phone: (09) 359 9033

Email:

Company: emergent@emergent.co.nz

Consultant: as per your contract and assignment letter information

Physical Address: Emergent, Level 7, 57 Fort Street, Auckland CBD

Postal Address: Emergent, PO Box 2153, Shortland Street Auckland 1140

ACC CONTACT DETAILS

Claims Helpline 0800 101 996

Treatment Injury Centre 0800 735 566

Email:

information@acc.co.nz

returntowork@acc.co.nz

WORKSAFE CONTACT DETAILS

Phone Accident or Serious Harm 0800 030 040

General Enquiry (04) 897 7699

Email: info@worksafe.govt.nz

APPENDIX 1: ACC RECOMMENDED STRETCHES AND USEFUL TIPS



Tips for office

This resource contains important information for your workplace. Keep the information handy.



STRETCH - NECK ROTATIONS



- › Tuck chin in, slowly turn head to look over shoulder
- › Repeat both sides.

STRETCH - CHIN TUCK



- › Sit tall
- › Tuck chin in (keep eyes level and relax shoulders).

STRETCH - SHOULDER SHRUGS



- › Raise shoulders up towards ears
- › Push shoulders down, reaching fingers towards the floor.

STRETCHING INSTRUCTIONS

- › Stretch every hour - move in opposite direction to your work positions
- › Stretch 2-3 times each side
- › Move gently into stretch and hold for 10-15 seconds
- › Breathe out slowly with each stretch, let go gently
- › Make sure you only feel the stretch in the highlighted area
- › After static work any action is good – swing arms, move hips, 'wriggle'
- › Aim to do all stretches at least daily to maintain flexibility.

STRETCH - FRONT OF FOREARM



- › Relax shoulders, and with elbow bent, bend wrist back so palm faces forward
- › Hold hand and gently straighten elbow stretching fingers back and down.

STRETCH - BACK OF FOREARM



- › Relax shoulders, drop arms to sides with wrists bent, palms facing up and fingers pointing back
- › Move straight arms behind you, turn hands so fingers point away from body (think of a penguin).

STRETCH - TRUNK ROTATION



- › Sit tall on the edge of the chair and cross one leg over the other
- › Turn chest towards crossed leg using arms for leverage.

STRETCH - BACK EXTENSION SEATED



- › Sit tall, clasp hands above head
- › Stretch palms up to the ceiling and lean back into chair.

STRETCH - BUTTOCK



- › Stand tall on one leg
- › Pull opposite knee up towards chest keeping an upright position.

STRETCH - FRONT THIGH



- › Using support, stand on one leg
- › Keep knees side-by-side, bring heel towards your buttock
- › Try to keep your back straight.

STRETCH - LONG CALF



- › Lean into a wall with one foot in front of the other (shoulder width apart)
- › Lean onto front leg, heels on the ground, back knee straight.

SUSTAINING A HEALTHY WORK LIFE

- › Try to get 8 hours sleep per night. Sleep-debt stresses your body and mind
- › Healthy foods provide energy to function and nutrients to help you stay well
- › 30 minutes exercise a day helps keep you well
- › Drink water regularly throughout the day, 1.5 to 2 litres is usual, but your needs will vary depending on what work you do
- › Take positive action to address both work and non-work stress: talk issues through, take breaks, eat away from your work area, work well for the required hours, then go and 'play'.

COPE EFFECTIVELY WITH STRESS

- › Find positive ways to deal with stress at work and home
- › Face up to the big issues, e.g. family/relationship, financial and health. Get professional help/counselling if you need it
- › Stay positive. Managing a stressful situation well can make you feel good
- › If your work is stressful, tell your boss
- › Healthy food, plenty of sleep and exercise are vital
- › Alcohol and tobacco reduce your ability to cope with stress
- › Allow yourself time to relax and recover from stress. Schedule fun times!

FIRST AID FOR INJURIES: PART A

FIRST TWO DAYS - USE R.I.C.E.D.

REST: To limit further damage, avoid moving the injured part as much as possible.

ICE: Put ice in a damp towel and place on the injured part for 20 minutes. Do this every two hours for the first 48 hours after injury.

COMPRESSION: Bandage the injured part between ice treatments.

ELEVATION: Keep the injured part raised as much as possible.

DIAGNOSIS: If pain or swelling isn't significantly less after 48 hrs seek professional medical help.

EARLY REPORTING

OF DISCOMFORT, PAIN AND INJURY

- › Report all discomfort, pain or injury (eg aching, tingling, stiffness, twinges) as early as possible to your manager
- › Discomfort and pain is common and does not always signify damage
- › Inactivity often makes the problem worse
- › Let's work together to identify and address all the contributing factors to your problem
- › If concerned, inform your manager and seek medical advice.

WORKSTATION SET-UP (ADJUSTABLE DESK)

SET-UP FOR AN ADJUSTABLE DESK:

1. Adjust chair so feet comfortable on ground
2. Adjust desk height with keyboard placed directly in front so arms are by side (or a little in front) and elbows at 90-120° with wrists flat
3. Adjust screen height (directly in front) so that top edge of screen is at eye level
4. If working from documents, use a holder
5. Use micropauses, breaks and stretches to prevent discomfort
6. Try using your mouse left handed, and/or using a wrist and/or mouse rest.

FIRST AID FOR INJURIES: PART B

FIRST THREE DAYS - AVOID H.A.R.M.

HEAT: Avoid hot baths and showers, saunas, hot water bottles, heat packs and liniments.

ALCOHOL: Alcohol increases bleeding and swelling at the injury site and delays healing.

RUNNING: Don't exercise the injured part for 72 hours unless approved by a medical professional.

MASSAGE: Massaging an injury in the first 72 hours can slow down recovery.

MICROPAUSES AND BREAKS

- › Micropause for computer use - 5-10 seconds every 3-4 minutes, take hands off keyboard, hang arms by side (or exercise as per front of sheet) and focus eyes on distant object
- › Micropause for repetitive tasks - 5-10 second break every 3-4 minutes. Brief pause in activity, and perform exercise (as per front of sheet)
- › Take frequent breaks to prevent fatigue. Don't skip breaks to leave work early.

SELF HELP FOR BACK PAIN: PART A

- › Wear comfortable low heel shoes
- › Use an upright or slightly reclined chair
- › Mix time spent sitting with standing and walking
- › Make sure your work surface is a comfortable height
- › Seek advice and guidance from an appropriately qualified health professional regarding specifics of back-care e.g. a Physiotherapist.

RED FLAGS: PART A

SEEK MEDICAL ADVICE IF YOU HAVE:

- › Severe, unremitting night-time pain
- › Severe burning pain with associated pins and needles
- › Significant loss of weight over a period of weeks to months
- › Significant trauma (e.g. fall from a height, motor vehicle accident, crush, etc.)
- › Feeling systematically unwell – e.g. with fevers, night sweats, flu-like symptoms.

PREVENT FATIGUE

- › Healthy foods provide energy to function and sleep well. Eat 5 servings of fruit and vegetable daily
- › Alcohol negatively influences quality of sleep, wait till days off to drink alcohol
- › Caffeine is a stimulant and only good for short term use
- › If you're tired, only sleep can improve your concentration
- › Avoid caffeine for at least three hours before trying to sleep.

SELF HELP FOR BACK PAIN: PART B

- › For sleeping use a firm mattress or try a pillow underneath your knees
- › Having the correct mattress (ie. firmness) is an individual thing – people with broader shoulders and hips may need a less-than-firm mattress so that spinal contours are well supported, especially in a side lying position.

THINGS TO AVOID: Extended bed rest, limiting movement because it causes pain, worrying about pain, staying off work.

RED FLAGS: PART B

SEEK MEDICAL ADVICE IF YOU HAVE:

- › Obvious swelling or lump/s
- › Redness – especially around joint/s
- › Several different joints being affected at the same time
- › Skin rash associated with joint pains
- › Significant visible bruising in the affected area
- › Paralysis or significant loss of function of the limb or part of the limb.

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Move from good to great

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