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PNZ Health, Safety and Wellbeing Manual, updated June 2022

Health, Safety and Wellbeing Overview Policy

Purpose

Paralympics New Zealand Incorporated 'PNZ' is committed to maintaining the highest levels of health, safety and wellbeing in our workplaces. We continuously strive to eliminate all factors that contribute to the injury or illness of our people and to the communities in which we operate.

PNZ will ensure compliance with all the requirements and obligations relating to the Health and Safety at Work Act 2015 and any associated regulations, codes of practice and industry guidelines and standards.

PNZ will:

- Set out PNZ's stakeholders responsibilities and rights with regards to Health, Safety and Wellbeing.
- Provide a framework to create an organisational culture which demonstrates best Health, Safety and Wellbeing practices.
- Promote effective management and ongoing continuous improvement of Health, Safety and Wellbeing at PNZ.

Procedure

PNZ will develop a systematic management system in order to meet the test of "all practicable steps", which will include:

- Identifying hazards in a systematic manner
- Eliminating or isolating those hazards that can be eliminated or isolated
- Taking steps to minimize the likelihood of harm occurring from the remaining hazards (including providing warnings and other information)
- Identifying any specific regulations covering our business, and complying with those regulations
- Training our employees about safe working practices
- Recording and managing any accidents that occur, and reviewing and correcting their causes
- Monitoring the health of employees, and responding to any illness caused by workplace activity
- Responding to any advice given by inspectors
- Designing work practices and work hours in a manner that supports a safe working environment
- An annual review of the Health & Safety Policy to ensure the continuous improvement in health and safety within PNZ to protect the wellbeing of all staff.

Compliance / Policy

The Health & Safety at Work Act 2015 aims to promote the health and safety of everyone at work and of other people in or around places of work. To achieve this, it requires people who are responsible for work and those who do the work to take steps to ensure their own health and safety and that of others.

The Act also recognises that employees have a valuable contribution in making workplaces safe.

The phrase "all practicable steps" is important and qualifies many of the duties under the Act, and PNZ is committed to making every endeavour to comply with the Health & Safety at Work Act.

The phrase applies to the general duties that must be carried out by all those in the workplace and describes the standard of reasonable endeavour that each person must meet when carrying out those duties. Whether a step is reasonable considers:

- The nature and severity of any injury or harm that may occur
- The degree of risk or probability of injury or harm occurring
- How much is known about the hazard and the ways of eliminating, isolating or minimizing the hazard
- The availability and cost of safeguards

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The Health and Safety at Work Act 2015 provides clear requirements and effective enforcement. This includes:

- Employers made explicitly liable for hazardous stress and fatigue their staff experience at work
- Worker participation in health and safety issues is promoted
- Insuring against fines arising from health and safety convictions becomes illegal
- Penalties are increased for the most serious offences
- Coverage is extended to the maritime, aviation and rail sectors
- Cars explicitly become workplaces.

A workplace is anywhere your employer requires you to be as part of your job, whether on-site or off-site. This includes places like the lunchroom, the car park, any motor vehicle you drive as part of work, and any equipment you use such as a crane or a ladder. As mentioned above, your vehicle is also a workplace while you drive from job to job while at work.

Following are the practical steps PNZ Board, Chief Executive and personnel will take to ensure compliance with the Health and Safety at Work Act 2015.

Board Responsibility:

The PNZ Board will do the following to fulfil its responsibilities to ensuring a healthy and safe workplace environment:

As such, the Board will:

- Understand and discharge their duties and responsibilities under the Act.
- Ensure robust systems are designed so the Board will receive regular information in the form of written and verbal reports necessary to exercise its duties under the Act.
- Verify records are maintained in a timely and accurate fashion enabling tracking of events, trends and actions.
- Understand the hazards and risks which employees, contractors, Para athletes, volunteers and visitors are, or might be, exposed to in carrying out their roles.
- Annually undertake a formal assessment of compliance with Board member and the Chief Executive duties and responsibilities under the Act.
- At each Board meeting receive a health and safety report from the Chief Executive and decide on any actions that need to be taken.
- Ensure budget planning takes account of all requirements under the Act.
- Oversee the Chief Executive actions to ensure PNZ's Health and Safety obligations to all stakeholders are met.

Current Health and Safety priorities can be found in the PNZ Health and Safety Risk Assessment Document

Chief Executive Responsibility

The Chief Executive will do the following to fulfil her responsibilities to ensure a healthy and safe work environment, with mitigation strategies developed for all hazards.

As such the Chief Executive will:

- Provide and demonstrate leadership in Health, Safety and Wellbeing.
- Give oversight of PNZ Management to monitor, measure and assess Health, Safety and Wellbeing responsibilities in their area.
- Implement operational systems to allow all PNZ stakeholders responsibilities to be met.
- Ensure an easy to follow Health and Safety system is communicated, is known, and is available to all PNZ personnel.
- Ensure systems are in place to involve, empower and consult with all PNZ personnel in Health, Safety and Wellbeing matters.
- Maintain records in a timely and accurate fashion to oversee tracking of events, trends and actions.
- Support the safe and early return to work of their injured employees (see Appendix A)

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- Understand the hazards and risks which all personnel and stakeholders are, or might be, exposed to in carrying out their roles in their specific work areas.
- Reviewing all hazards and near misses and oversee hazard registers and ensure these are being maintained and kept up to date (see appendix C)
- Ensure risk assessment records and controls are implemented to achieve safe outcomes.
- Being informed about any changes to hazards and to oversee that all parties where relevant are informed.
- Reviewing all accidents, incidents and near misses reported supporting with investigating, feedback and training. (see appendix D)
- Accurately recording and centrally documenting all accidents, incidents, near misses, symptoms of discomfort, risks and hazards for oversight.
- Inform personnel of key learnings from accidents, incidents and near misses where appropriate.
- Set clear objectives and performance standards and have systems in place to monitor Health and Safety compliance in all of PNZ's work areas.
- Have continuous quality improvement processes in place to consider new initiatives for Health, Safety and Wellbeing.
- Identify and implement emergency preparedness and response requirements.
- Set operational budgets to takes account of all requirements under the Act.

Staff Responsibility

Employees, contractors, volunteers, Para athletes and others as applicable who are representing PNZ are required to take all practicable steps to ensure the safety of themselves and others in the workplace. This includes considering both the things they do and the things they omit to do.

Practicable steps the employee can take also include reporting to management any hazards or incidents so that these can be investigated, and safeguards put in place.

Changes to the Health & Safety legislation have included work-related stress as "harm" and in this regard, employees should inform management if they are suffering from stress at work.

PNZ employees will be involved in ongoing and informal opportunities to offer feedback on health and safety issues at team meetings, in their reviews and at any other appropriate time.

All staff contribute to day to day health and safety practices which includes the following:

- Do no unsafe actions which may cause serious harm to themselves or others;
- Follow all established work procedures and methods regarding health and safety requirements;
- Use plant, equipment, vehicles and materials in a safe manner;
- Actively participate with identifying hazards and offering ideas for their effective control;
- Ensure that controls, which have been identified for hazards, are effectively implemented;
- Use assigned protective clothing or safety equipment provided for appropriate tasks;
- Report all accidents and near misses as soon as possible after their occurrence;
- Keep work areas clean and tidy;
- When conducting work on another person's or PNZ premises, make themselves familiar with the Health and Safety policy and Emergency and Evacuation Procedures of that person/PNZ;
- Undertake work in a fit condition and not under the influence of alcohol or non-prescribed drugs;
- Maintain an acceptable level of behaviour and common sense when performing their tasks so that all work is performed safely, and that accidents and ill health are avoided;
- Report feelings of stress out of the normal that are starting to impinge on their health and safety at work;
- Inform visitors of any hazards they may be exposed to on our premises.

The following are areas that PNZ will ensure effective management of:

1) OCCUPATIONAL OVERUSE SYNDROME PREVENTION

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of OOS has the potential to be classified as a significant hazard because the condition may cause "Serious Harm." Therefore the risk factors for OOS need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard. (Refer Appendix E – PNZ Workplace Health and Safety Checklist).

Responsibilities

- Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard;
- Staff are encouraged to report any work related pain as early as possible;
- The work environment of any staff who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies; and
- An early return to work for any staff member who has been absent through an OOS related injury is facilitated where possible.

Personnel are responsible for:

- Adjusting workstation equipment to maintain a comfortable body position;
- Taking breaks away from the workstation and practicing micro pauses as appropriate;
- Reporting early symptoms to the CE
- Participating in an early return to work programme if applicable.

2) LAPTOPS, SCREENS & ERGONOMICS

Responsibilities

It is important that work be structured so as to provide time away from the keyboard throughout the day. As well as meal-breaks, at least 10 minutes in each hour should be spent on non-keyboard work.

In general the following principles apply:

- head inclined forward at around 20-30 degrees
- spine slightly arched and upright through forward leaning when seen from the side
- upper arms vertical
- forearms and wrists in general at 90 degrees angle from upper arm
- no twisting of head and trunk
- thighs approximately horizontal
- lower part of legs approximately vertical

Screen

In locating the screen in relation to the operator, the object is to ensure that the operator can read the display with minimum head movement. The optimum distance from the screen to the eye is diameter of screen x 3. The optimum height relationship of operator and screen is such that the a sixth of vision from the eye to the centre of the screen is 15-30 degrees below the horizontal. The height should be maintained, for operators of different height, by adjustment of the height of the chair.

Chairs

Chairs should be adjustable: angles of 90 degrees should be maintained between the trunk of the body, the thigh and the lower leg, with the feet flat on the floor. There should be no pressure on the underside of the thighs from the front edge of the chair. The chair should be designed so as to permit a proper postural position, maintaining the natural lordosis of the spine. This requires a space below the backrest to accommodate the lower part of the trunk and a support in the lower lumbar region fitting the natural inward curve of the spine. With these provisions, the operator should be able to work with

- Head inclined forward at about 20 degrees.
- Thighs horizontal
- Upper arms vertical

- No twisting of the head or trunk
- Lower leg vertical
- Sufficient leg room
- Frequent change in visual object should be not more than angle of 15-30 degrees of the viewing direction.

Having reached the proper chair adjustment for the individual operator, it is then necessary to:

Position the screen to the correct height to achieve the angle of vision.

Adjust the height of the keyboard so that the forearms are horizontal

Bearing in mind that the proper sequence is to begin with the person, then adjust the chair, followed by keyboard and screen.

The operator's field of vision should not include windows (because of high contrast) and should be free from direct reflections from screen, keyboard, furniture or working materials.

Adequate space should be provided for the VDU workstation.

Room Environment

Lighting is the paramount consideration because of the reflections on the screen contrast and the ability to be able to read copy while maintaining a low enough level of light to enable the screen to be read. These factors require attention not only to the artificial lighting but also to the placement of the workstation in relation to natural light.

Fluorescent tubes should be well maintained and replaced when showing any signs of flashing.

3) PNZ VEHICLES

Responsibilities

PNZ expects all drivers to comply with the official New Zealand Road Code.

Drivers of PNZ vehicles must

- meet the costs of fines for any traffic violations
- report to their manager any near-hits, crashes and scrapes, whether or not they result in injury.

The employer undertakes to

- encourage safe driving practices and not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment
- provide vehicles that are appropriate for their intended use
- give priority to safety features when selecting and purchasing new vehicles
- ensure all vehicles are well-maintained
- promote driver and passenger safety by providing for each vehicle a routine vehicle maintenance checklist
- provide in the glove-box of each vehicle a checklist of accident/incident procedures
- provide a first-aid kit for each vehicle, and a safety triangle for use at night
- provide opportunities for driver training and education where appropriate
- collect, monitor and report regularly statistics on accidents, incidents, injuries and their causes, and take action as appropriate.

Use of Mobile phones

Use of mobile phones while driving is dangerous and **illegal**. Before making or answering a phone call, drivers must pull over to the side of the road (when it is safe to do so).

Accident Procedures

In the event of a vehicle accident or incident, the driver must follow the motor vehicle accident/incident procedures in Appendix F.

4) EMERGENCY PLANNING

In the event of the continuous ringing of an emergency alarm all occupants of the building must evacuate by the nearest exit to an area away from the building and not re-enter the building until the all clear is signaled by the Fire Service or the Building Warden. (Note that the alarm bell being turned off is not the all-clear signal.) Occupants should leave the building in an orderly manner (avoid panic and do not run) and should not attempt to carry cumbersome equipment or personal belongings.

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Fire

- If possible endeavour to control spread of fire by hose reel or extinguisher. Where possible close all doors and windows.
- Raise alarm.
- Initiate evacuation by the nearest escape route to the designated assembly point. DO NOT RUN.
- Ring fire brigade on emergency no "111". Give exact address of building and location of fire within the building. Do not hang the phone up until the person on the other end tells you to.
- Turn off power to machinery if able.
- DO NOT TURN OFF LIGHTS.
- The floor fire wardens are responsible for ensuring that all areas have been evacuated including toilets.

Safety Measures

- A practice evacuation drill may be called at any time.
- Fire extinguishers will be checked regularly.
- Alarm will be checked regularly.
- Paralympics New Zealand has a no smoking policy.
- Paper waste will be removed regularly.

Earthquake

- Remain in the room, it is safer. Do not leave the building.
- Keep away from perimeter windows and any glazed partitions which are likely to smash.
- Take cover under desks or close to inner structural columns.
- Keep calm and assist anyone who is inclined to panic or who requires any other help.
- In any moderate or severe earthquake, fire sirens may be triggered even though fire may not exist.
- Evacuate if, and only when, this order is subsequently given by the fire warden. Should the order to EVACUATE be given then procedures for a fire emergency apply.

5) FIRST AID TRAINING & EQUIPMENT

PNZ will:

- Ensure appropriate First Aid supplies are provided
- Provide information to new employees about the location of first aid boxes, and the procedures to be followed when first aid is required; and
- Provide the above information to current staff as necessary.

First aid equipment and facilities

When the assessment of first aid requirements has been completed, the manager should provide the materials, equipment and facilities needed to ensure that the level of cover identified as necessary will be available to employees at all relevant times. This will include ensuring that first aid equipment is suitably marked and easily accessible, i.e. available in all places where working conditions require it.

First aid kits

First aid kits should be located so as to be clearly visible and accessible to all employees and be unlocked wherever possible. A first aid kit should be provided and located so as to ensure that:

- It is close to a wash basin with hot and cold running water, soap, and clean towels. If, because of location, running water is not available, then saline solution can be provided instead;
- It is easily seen and readily accessible to all employees;
- There is immediate access to areas of particular or special hazard;
- Where employees work in, or travel to, scattered locations away from the main place of work, each work vehicle shall be provided with a suitable first aid kit. Where a rental vehicle is used (and where the rental agency has not already supplied a First Aid Kit), a suitable first aid kit shall be made available for the staff member.

Contents of kits

The minimum level of first aid equipment is a suitably stocked and properly identified first aid kit supplied with a sufficient quantity of first aid materials suitable for the particular circumstances. There is no mandatory list

of items that should be included in a first aid kit. Employers should decide what to include in the first aid kit from information gathered during their assessment of first aid needs. As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be as listed above.

Mobile first aid kits that provide additional requirements should contain, in sufficient quantities, the contents as listed above. Where particular hazards exist, the mobile kit should be provided with additional contents. It is essential that first aid equipment be checked regularly and that items be replaced before the expiry date shown on the packets.

Employers should ensure that first aid kits are replenished as soon as possible after use in order to ensure that there is always an adequate supply of materials available.

Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

6) STRESS AT WORK: GUIDELINES

Every day, individuals are confronted with a variety of demands or 'stressors'. These may arise from either personal sources e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources e.g. work overload or underload, role conflict, lack of control, physical environment. Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes e.g. cardiovascular disease or depression.

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximizes performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases).

Some common signs of stress in individuals are:

- headaches, feeling tired, or having difficulty sleeping
- worrying a lot, feeling anxious and tense for no explained reason
- having difficulty concentrating, finding it hard to make decisions;
- lower level of confidence, making mistakes, forgetting things; or
- feeling impatient and irritable, drinking more alcohol, smoking more.

What can PNZ do?

- Provide training and information for managers and supervisors in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it.
- Make seminars available to staff to enable them to identify indicators of stress in themselves and others and to manage it effectively.
- Where appropriate, give consideration to adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned.
- Encourage positive attitudes to personal health.
- Provide up to date and accessible information on stress.

What can staff do?

- Manage your time so you work on the most important tasks.
- Take regular, necessary breaks during the day.
- Take your annual leave.
- Realistically prioritise your tasks

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- Discuss the issues that are causing you stress with your manager along with any suggested solutions.
- Seek advice and help from others - talk to partners, friends, colleagues, or your manager if possible.
- Learn a relaxation technique - and allow yourself time to use it.
- Exercise.
- Consider professional counselling.
- Cut down on stimulants (especially caffeine) and depressants (especially alcohol).

7) COVID 19 VACCINATION GUIDELINES

Purpose

Following consultation, the completion of a Health and Safety Risk Assessment, a review of current Government policy, PNZ will remove its Covid-19 vaccination policy effective 1 June 2022. However, health and safety measures will remain in place, and recommendations for vaccination will continue.

The COVID-19 Vaccination Policy was introduced in November 2021 and required board, staff, athletes and visitors to PNZ offices and events and activities all to be vaccinated. The PNZ CE has taken a number of factors into account when considering whether to remove or retain the policy, including:

- the views of those who work in our offices
- the relative risk of contracting COVID in our office versus the wider community.
- the types of interactions that take place in our office; and
- the changes in the wider context since the policy was introduced (including vaccination and infection rates across the country and the government's related response)

PNZ will maintain a range of appropriate and complementary measures at the office and at PNZ events and activities to further minimise the risks associated with COVID-19.

Vaccination guidelines promoting vaccination for PNZ employees and contractors, PNZ Board, PNZ volunteers (including classifiers, students, Games Team staff), PNZ contracted athletes, all visitors to the PNZ office and anyone attending PNZ led events and activities, will align with Government recommendations and the PNZ board.

Appendix A: Guidelines on Supporting Safe & Early Return to Work

Paralympics New Zealand is committed to the safe and early return to work of its employees and to provide managerial staff with information on how to support the principles of this process

Principles of safe and early return to work

Early return to work for full-time and part-time employees

A staff member who has experienced a personal injury or illness and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between the staff member and their Manager, medical treatment providers, and others, as appropriate, in the circumstances. At any stage the staff member can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information

The staff member must give a copy of their completed ACC forms or medical certificate from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the Finance Manager.

The medical certificate will state the staff member's capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured or ill person is off work for more than seven consecutive days, they must provide a medical certificate confirming they are 'fit for work' to the Finance Manager.

Capacity to work and the provision of alternative duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a staff member rehabilitates to his/her former role. This is a proactive approach to enable a staff member to return to work as quickly as possible and maximise the chances of full recovery.

The Manager, in consultation with the Chief Executive, and their Manager (and others as appropriate), will try to identify suitable alternative duties after considering:

- The nature and severity of the injury or illness.
- The medical information provided, and the restrictions imposed by treatment providers.
- The previous work undertaken by the staff member.
- The predicted timeframe for rehabilitation (if known).

Regular review

The Chief Executive will review the rehabilitation programme in consultation with the staff member at regular intervals (usually every two weeks) involving others as appropriate. Where uncertainty exists about the suitability of duties being performed or where the progress of a staff member is slower than anticipated, the Chief Executive will seek additional professional assistance as appropriate.

Alternative placement or permanent disablement

Where at any point it becomes clear that a staff member will be unable or is unlikely to return to former duties as a result of work-related personal injury, PNZ will explore the possibility of suitable alternatives with the employee.

When an employee's personal injury or illness is so severe as to prevent her or him returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment contract.

Appendix B: Processes for Assessing and Reporting Health and Safety

Staff/Board Processes

What	Detail	Who	Form Completed	Frequency
Board Risk and Audit Committee Meeting	Meet to determine key organisational H&S risks and mitigation strategies	Risk and Audit Committee and CE	Board H&S Risk Assessment	Quarterly
CE Reporting to Board	CE report to board against strategy, H&S plan and any incidents	CE to Board	Board H&S reporting template	Each Board Meeting

Appendix C - PNZ Workplace Hazard and Near Miss Form

Paralympics New Zealand (PNZ) values the contribution of every staff member in making the organisation a safer and healthier place to work.

The identification and reporting of hazards and near misses within the immediate workplace is imperative.

NEAR MISS (YES /NO)	INCIDENT / HAZARD	COMMENTS / SUGGESTIONS	ACTION/ REQUIRED

Other Comments

Employee name.....

Employee signature

Date.....

Appendix D – Incident Investigation Form

Organisation

Name of person completing this form.....

Date of incident:Date reported:

Time of incident:Location of incident:

Injured person: Date of birth:

Length of employment:Position:

Injury sustained:

.....
.....

Type of treatment given and by whom?.....

.....
.....

Witness statements taken? (please circle) Yes No N/A

What happened and who was involved?.....

.....
.....

Describe why, or how you think it happened?.....

.....
.....

Was property or material damaged? (please circle) Yes No N/A

Comments.....

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What actions will be taken to stop this happening again?

Action	Responsibility	Target Date	Status Open / closed/ ongoing

How likely is this to happen again? Rare Occasional Likely

What was the potential severity? Minor Serious Very serious

What was the actual severity? Minor Serious Very serious

Please submit this completed form within 48hrs of the incident to fallan@paralympics.org.nz

The information submitted is confidential and intended for the use of the individual to whom it is addressed. Any personal information you provide is managed per the same principles as the [Privacy Policy](https://paralympics.org.nz/Privacy-Policy/) at <https://paralympics.org.nz/Privacy-Policy/>.

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Appendix E – PNZ Workplace Health and Safety checklist

TO BE REVIEWED WITH ALL STAFF 6 MONTHLY

Additional items to be added in additional boxes provided.

Paralympics New Zealand (PNZ) values the contribution of every staff member in making the organisation a safer and healthier place to work.

The completion of workplace checks provides staff with an additional opportunity to identify hazards within their immediate workplace, hazards that PNZ may not otherwise be aware of.

Instructions:

Boxes to be marked with a tick (√), as items are sighted or with a cross (x) if not present. Otherwise N/A indicates the item is not applicable to this office. Any questions marked with a cross require a comment or detail to be added.

QUESTION	√, x or N/A	COMMENTS/DETAILS	ACTION/ RESPONSIBLE PERSON/COMPLETION DATE
Office Layout			
The office is tidy and free of obstruction and mess such as slip/trip hazards (uneven floors, power leads etc)			
Layout of work area is suitable for tasks, including being able to sit and/or stand comfortably			
Adequate storage area provided			
Floor coverings adequate/clean			
Windows clean and operational			
Workstation			
Workstation appears to be set up appropriately			
There is adequate space around the rear and side of chairs to allow for unrestricted movement			
Information is available to help set up workstation and preform regular stretch breaks			
The computer screen is at arm's length to the user			
The computer screen is at the correct height for the user			
The computer screen is directly in front of the user			
The computer screen is positioned to minimise glare			
The position of the keyboard is correct for the user			
The mouse is at the same height as the keyboard			

QUESTION	√, x or N/A	COMMENTS/DETAILS	ACTION/ RESPONSIBLE PERSON/COMPLETION DATE
Chair is stable and appears to be in good condition			
Footrest is available if required			
Environmental			
Temperature and airflow in room/area is adequate			
Lighting is adequate			
Lighting covers and fittings are secure			
Area is free of odours			
Ventilation is adequate			
Electrical			
Sufficient power points for equipment			
All switches/plugs/power points/leads in good condition			
If there are insufficient power points, power boards are in use			
First Aid			
Access to first aid box that is fully stocked			

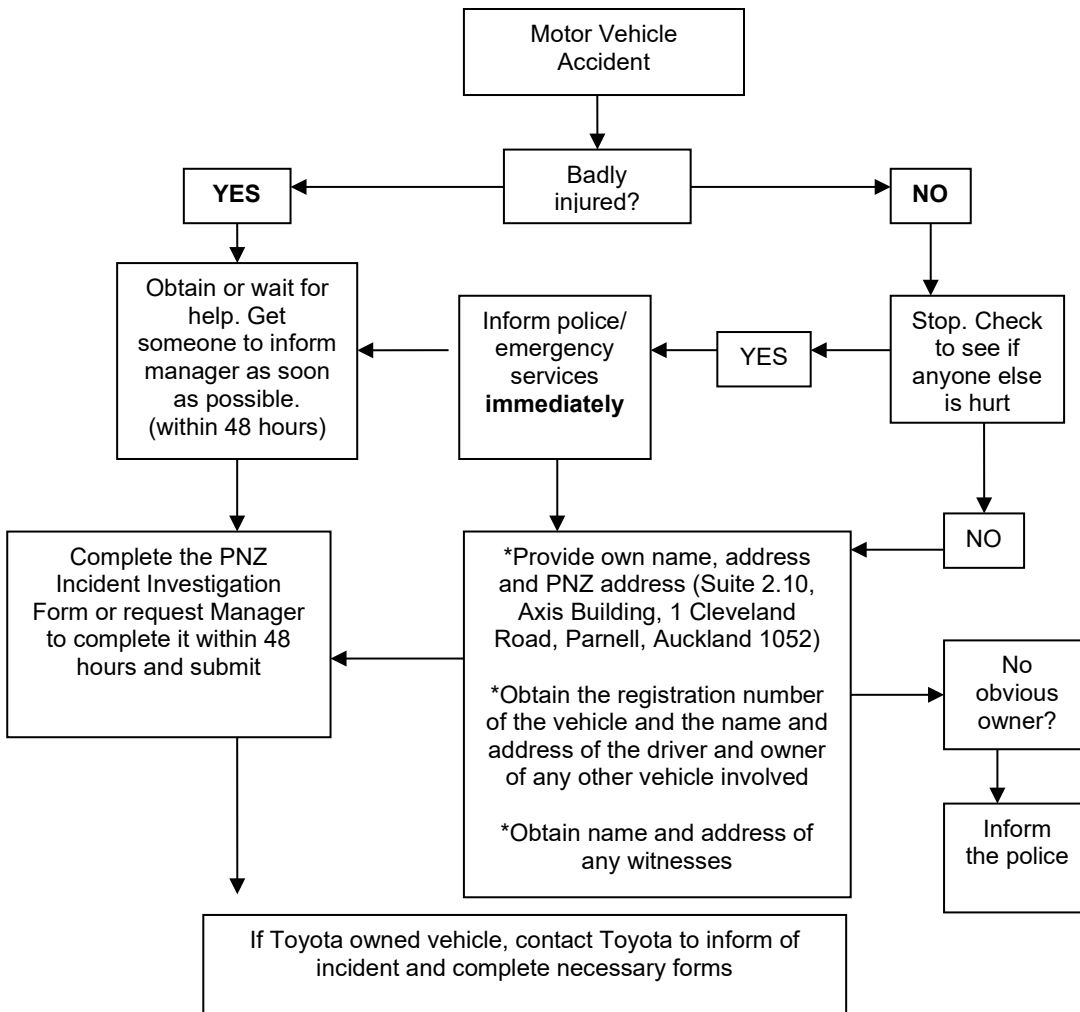
Please advise of any additional hazards not identified above within your immediate workplace

Employee name.....

Employee signature

Date.....

Appendix F. Motor Vehicle Accident Procedures



Appendix G - EVENT MANAGEMENT RISK ASSESSMENT

Event Name:

Location:

Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

On the day communication procedures

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Compiled by (Name):

Position (eg: Event organiser, employee):

Contact email and Mobile number:

Recommendations/Improvement:

Assessed as fit for purpose:

Date: