

# **SAFETY MANAGEMENT PLAN**

## Business details

Company:	Madden Holdings Limited
Trading as:	Madden Fencing
Owner:	Madden Family Trust
Contact:	Peter Madden
Mobile:	+64 27 487 2972
Email:	<a href="mailto:peter@maddenfencing.nz">peter@maddenfencing.nz</a>
Manager:	Wairata Madden
Mobile:	+64 27 723 0017
Email:	<a href="mailto:wairata@maddenfencing.nz">wairata@maddenfencing.nz</a>

## Our commitment to health and safety

We are committed to ensuring that everyone who works for us comes home safely at the end of every working day.

We recognise that farm fencing has risks associated with it. But we are committed to providing a safe work environment by identifying those risks and then eliminating or minimising them.

We will make sure that workers know how to do their jobs, handle materials correctly and that they can safely use farm vehicles and equipment. We will talk regularly with all workers and ensure that everyone understands how things are to be done.

We will ensure that everything we do complies with health and safety law and regulations, and when things change, we will make sure that our health and safety systems still do what they are meant to do and update them if they don't.

## Contents

Section 1	Health and safety management system	3
Section 2	Risk management	4
Section 3	Worksite checks	5
Section 4	Role and responsibilities	6
Section 5	Worker engagement and participation	7
Section 6	Employee management	8
Section 7	Emergency management	9
Section 8	Plant and equipment maintenance	9
Section 9	Notifiable event reporting and investigation	10
Section 10	Contractor management	11
Section 11	Workplace visitors	11
Section 12	Family members	12
Section 13	Hazardous substances	12
Glossary	Terms and Expressions	13
Appendix A	Emergency Response Card	14
Appendix B	Health and Safety Definitions	16

Safe Work Procedures

H&S Related Forms

## Section 1

### Health and safety management system

#### Purpose

The reason we have a Safety Management System (SMS) is to ensure that:

- Everyone in the fencing crew is thinking about safety
- People know what they are meant to be doing
- Everyone is trained for the jobs they do
- Hazards and risks are identified and managed
- Equipment is regularly serviced
- Visitors to the work-site are made aware of the relevant hazards/risks
- Contractors have safety management systems for their work
- Workers wellbeing and environment is monitored.

#### SAFETY MANAGEMENT SYSTEM



#### Review and Improvement

In order to ensure that we continually improve our safety management system, the following annual safety improvement plan will be followed. This plan will be reviewed annually and revised, as necessary. When reviewing the plan, we will consider the following:

- Success in meeting health and safety objectives
- Any incidents that occurred
- Any changes to our fencing operation, such as people or equipment that could impact on safety
- Any changes in legislation or recognised good practice.

#### Annual Fencing Safety Improvement Plan

Date	Event	Person
	SMS review and compliance checked	
	Employee safety refresher training	
	Maintenance and equipment check	

## Section 2

### Risk Management

#### Risk assessment

When implementing this plan, we will identify those workplace hazards that have the potential to cause harm. The level of risk posed by each hazard will be assessed using the table below. This will determine:

- The likelihood of the hazard causing a person harm
- The severity of the consequences if the hazard does cause harm.

Risk = Likelihood x Consequence

Likelihood	Consequence		
	Slight	Serious	Major
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High

Those hazards assessed as being high risk and of an on-going nature (e.g. hazardous substances) will be documented in the *Risk Register*. The control measure to be applied to reduce the level of risk to an acceptable level (medium or low) will also be documented in the *Risk Register*. Decisions on the appropriate control measure to be applied will be based on the following considerations:

- Can the risk be eliminated (e.g. post by hand instead of post-driver)?
- If the risk cannot be eliminated, can it be minimised?
- Risks may be minimised using Safe Work Procedures which describe how a task is to be done as safely as possible. e.g. operating an ATV.

The *Risk Register* documents the standing or on-going hazards and associated risks on fence lines and applies specific controls to eliminate or minimise those risks.

However, for those hazardous situations that occur unexpectedly it is not realistic or even possible to have a specific procedure to minimise the associated risk(s). In these situations, the SLAM process provides a systematic way of managing unexpected safety-related risks.

The SLAM process ensures that any hazard present are identified, the level of risk from those hazards is assessed, and control measures to reduce the risk to an acceptable level are implemented.

SLAM process





### Section 3

#### Worksite checks

Fence-line inspections will be completed regularly, and as part of daily work, to ensure that any new hazards are identified and that existing ones continue to be controlled effectively. This will involve walking or driving the line looking for the following:

- Any new hazard that has the potential to cause serious or major harm
- Any hazard controls that are not working
- Confirm that workers are following company safety rules
- Extra time will be spent on any particularly hazardous areas. Once the inspection is completed, any necessary actions will be taken and communicated to others as required.



## Section 4

### Roles and responsibilities

#### Person Conducting Business or Undertaking (PCBU) responsibilities

The legal definitions and responsibilities of a Person Conducting Business or Undertaking (PCBU), Officers, and Workers under the new legislation are shown at Appendix B. The practical responsibilities are as follows:

- Providing and maintaining a work environment, equipment and systems of work that are without risks to health and safety
- Ensuring the safe use, handling and storage of plant, structures, and substances
- Providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- Providing information, training, instruction, or supervision necessary to protect workers and others from risks to their health and safety
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

#### Officer's responsibility

The legal definitions and responsibilities of an officer are shown in Appendix B, however in a fencing context an officer will usually be the principal contractor or a director of the fencing company. An Officer is also someone who exercises significant influence over the management of the business, so it may also be a crew leader. Officers have a responsibility to exercise due diligence to ensure the PCBU meets its obligations, this includes:

- Acquiring and maintaining knowledge of work health and safety matters
- Understanding the hazards and risks associated with the workplace
- Ensuring there are sufficient resources available to effectively manage the hazards and risks at the workplace/worksite
- Ensure there are appropriate processes for managing information related to the hazards and risks, and for responding to it in a timely way

- Ensure there are appropriate processes for complying with the PCBU's obligations under the HSWA
- Verifying the provision and use of the resources and processes referred to above.

#### Crew Leader's responsibilities

The Crew Leader's health and safety responsibilities include:

- Implementing and maintaining the crew safety management system
- Ensuring that employees and other workers are capable of carrying out their responsibilities safely
- Ensuring that all workers understand their health and safety responsibilities
- Reporting and investigating notifiable events
- Communicating safety information to contractors and visitors as appropriate
- Promoting a positive crew safety culture.

#### Workers responsibilities

Worker's health and safety responsibilities include:

- Taking reasonable care of their own health and safety
- Taking reasonable care not to adversely affect the health and safety of others
- Reporting notifiable incidents, injuries, or illness immediately
- Complying with the company safety management system
- Using personal protective safety equipment provided
- Attending organised safety training
- Participating in safety meetings and discussion
- Reporting any new hazard
- Helping to promote a positive safety culture.

## **Section 5**

### **Worker engagement and participation**

We have made a commitment to ensuring that everyone that works in our crew(s) comes home safely at the end of every working day. One way we meet this commitment is by engaging with people who work in our crew(s) and providing ways for them to participate in health and safety management. This is important because:

- Workers are our eyes and ears, especially when it comes to risks
- Workers are more likely to work safely if they are actively engaged in the process
- It encourages everyone to take ownership
- Health and safety, becomes easier because the workload is shared
- It will improve our health and safety practices
- It is our legal responsibility to make it happen.

We will include health and safety discussions at our regular crew meetings and record and decision we make. By doing this, everyone who works in the crew will be given the opportunity to discuss and contribute to decisions on health and safety, including: identifying hazards and managing risks, the adequacy of welfare facilities, monitoring health and safety conditions, providing information and training, how any changes to our operations may affect the health and safety of workers.

We therefore undertake to provide people who work in our crew(s) with:

- Information on health and safety matters
- Enough time to consider the issues
- Reasonable opportunities to express their views and contribute to relevant decision making.

We further undertake to take workers views into account and advise them of any decisions and outcomes that may affect them in a timely manner.



## Section 6

### Employee management

#### Job descriptions

All employees (except casual employees) will have a job description provided to them at the time of their employment. The job description will include a description of their work, their responsibilities for their own safety and that of others, and the required knowledge, qualifications or skills and experience for the position.

#### Competency

We will not let an employee carry out a task unsupervised until we are sure that they can do it safely. Competency will be checked by watching the employee conduct the task in a controlled environment, or through other verification of competency.

A copy of the employee's relevant qualifications and licences will be kept in their employment file. If the employee does have any qualifications that cover their responsibilities, a competency checklist will be completed and kept instead.

#### Training and supervision

All new employees must complete a safety induction before starting work. A record of the induction will be kept in their file. If when checking an employee's competency, it is identified that they cannot do a task safely, they will be provided training and then supervised until they can.

All employees will be supervised to some degree; the extent of the supervision will be dependent on individual requirements.

#### Communication

We will regularly communicate with our employees on safety matters. Whenever an event occurs that could impact on crew safety, we will discuss these with our employees and advise of any necessary changes. We will also regularly seek employee's feedback on safety matters and ensure they understand that their input is valued.

Key safety communication either to or from employees will be documented.

#### Fitness for work

All workers must be physically and mental able to do their job, in a way that does not compromise their own safety or that of others. Worker will be advised during their induction of factors that could affect their fitness to work. We will monitor workers for signs of exhaustion, illness, psychological/emotional issues and alcohol/drug use as part of normal supervision. We will stop the worker from working if we think that they can no longer do the job safely.

#### Social Media

A staff member (including contractors) using a social media site as a private individual must not post confidential or proprietary information about the company or its staff (including former staff) or work-related images and/or videos.

## Section 7

### Emergency management

The ability to manage an emergency quickly and effectively is an essential part of our safety management system. It is the crew leader's responsibility to ensure that all workers and contractors understand what to do during an emergency at work. Common emergency scenarios include:

- Fire
- Flood
- Severe trauma or illness
- Hazardous substances spill
- Electric shock
- Mobile equipment or vehicle collision.

#### Emergency response card

Any emergency situation is to be managed by following our emergency response card at Appendix A. This procedure is to be explained to workers and contractor as part of their induction process. Family members and visitors are also to be informed of what they need to do during an emergency unless they are under direct supervision.

A copy of the emergency response card is to be kept in work vehicles (including the tractor) and at any other area where high risk activities are occurring.

#### First aid equipment and training

An appropriate first aid kit(s) will be kept on all vehicles and available wherever high-risk activities are occurring. These kits will be checked regularly for completeness.

We will ensure that everyone in the crew has access to a person with an appropriate, current first-aid qualification.

#### Communications

Cell phones or radio-telephones will be carried where there is coverage. Opportunities to improve communications on the job will be taken as it is practicable to do so. Emergency numbers will be pre-programmed into cell phones.

## Section 8

### Plant and equipment maintenance

The maintenance of vehicles, machinery and other items of equipment that require regular maintenance will be managed via the *Maintenance Register*. Servicing intervals and requirements will be as per the manufacturer's specifications.

The general serviceability of all equipment will be checked prior to use. Maintenance and repair work will only be carried out by qualified people or competent people.

## Section 9

### Notifiable event reporting and investigation

WorkSafe New Zealand will be informed by the fastest means possible (e.g. phone call, email, or fax) of all notifiable events arising from work.

Notifiable events are:

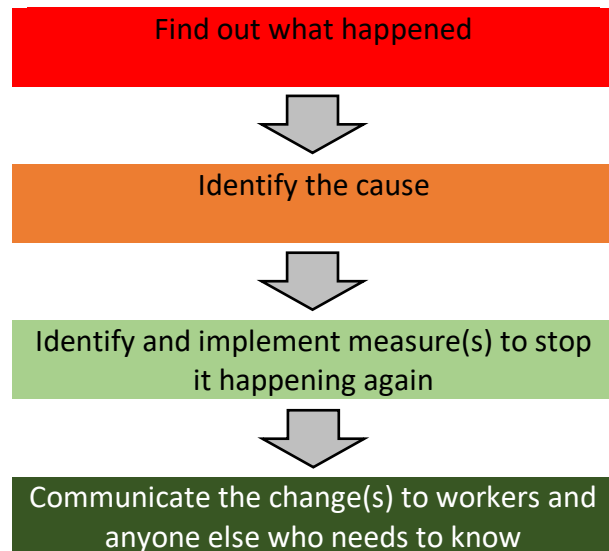
- death of a person
- a notifiable injury or illness (Appendix B)
- a notifiable incident.

An up-to-date register of workplace accidents and incidents will be kept. The register must include all accidents or incidents that harmed or might have harmed (a near miss) any person at work.

- Complete an incident report form for all accidents or incidents.
- Investigate the cause of all accidents or incidents.
- Keep a copy of the written notice in your accident register.

#### Investigation process

All accidents and incidents will be investigated using the following process.



## Section 10 Contractor management

Contractors, and their employees who provide support services are workers included in the crew. We will consult, co-operate, and co-ordinate with them to ensure that they remain safe while working as part of the crew. We will achieve this by:

- Ensuring they are capable of managing the risk associated with the work they are contracted to do, and that they tell us of any risks to themselves or others associated with their work

- Ensuring they are aware of common fencing hazards, as well as any specific hazards in the area of their work
- Informing them of what is to happen if there is an emergency while they are on the job.

The process will be managed using the Contractor Induction Form or by another suitably appropriate method.

## Section 11 Workplace visitors

### Visitor to the Worksite

The safety of visitors to the worksite (both work and non-work related) will be managed by providing them with safety related information before they enter the farm and arrive on the worksite. This will include:

- Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of the worksite
- Informing them of what is to happen if there is an emergency while they are at the worksite.

### Visitors to farm accommodation

Visitors to the crews at on-farm accommodation and its immediate surroundings do not need to go through an induction process.

## Section 12 Family members

We are committed to maintaining the safety of our family members when they visit the workplace (farm) and worksite (fence-line). All children may participate in fencing work providing they are sufficiently competent to do so, and it falls within the requirements of our *Safe Work Procedures*.

Children may also travel unaccompanied while at the workplace, provided that they are aware of the hazards and are sufficiently competent to manage them. Assessing children's competence is the responsibility of the crew leader.

## Section 13 Hazardous substances

### Competency

Workers will not handle substances unless they are competent to do so. All workers who handle chemicals must be trained, with competency requirements varying depending on the classification and quantity of the product being used. These may include:

- Certified handler certificate; and/or
- Controlled substance license.

We will check competency requirements using the Hazardous Substances Toolbox at:

[www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

### Storage

Chemicals and fuels will be stored in an area that is flood free, away from water bodies, soundly constructed, well ventilated and able to contain a leak or spill. Chemicals will be locked away when not in use and separated in accordance with Safety Data Sheet (SDS) requirements. Warning signs will be placed in accordance with WorkSafe chemical and fuel handling guidelines.

All fuel and chemical storage will be a minimum distance of 20 metres from the house and other combustible materials.

### Inventory

It is important for us to know what hazardous substances we hold so that we can manage the risks to those that may be exposed to them.

It is a legal requirement that all hazardous substances will be recorded in an inventory which will be readily accessible to any emergency service workers that may come to the workplace.

We will create our inventory using the Hazardous Substances Toolbox at:

[www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

### Handling

Chemicals and fuels will be handled in accordance with our Hazardous Substance Safe Work Procedure.

### Disposal

Chemicals and fuels will be disposed of in accordance with our Hazardous Substance Safe Work Procedure.

### Emergencies

Emergencies involving hazardous substances will be managed in accordance with our Emergency Response Procedures. We will record the location of all hazardous substances.

## Glossary

Competent person	A person who has acquired, through a combination of qualifications, training, experience, the knowledge, skill, and aptitude to perform the task required.
Contractor	A company/person who is not an employee of the operation, who undertakes work at the worksite.
Control	An action taken that eliminates or minimises the hazard.
Crew	A work team building the fence.
Emergency	An unplanned event or situation that is not controlled where there is a threat to life or the health and safety of people at or outside the operation.
Employee	A person under a permanent, fixed term, or casual employment contract, or any law that says how their relationship with their “employer” should be run, and are paid at a set rate (for example, hourly, weekly, monthly or per unit of production).
Hazard	Something that is an actual or potential cause or source of harm.
Hazardous Substance	Any mixture, element or chemical; or Any solid, liquid, or gaseous substance that has the potential, through being used at work, to harm the health and safety of persons in the workplace.
HSWA	The Health and Safety at Work Act (2015).
Likelihood	Used as a description of probability of the hazard occurring.
Notifiable event	See Definition at Appendix B.
Personal Protective Equipment (PPE)	Safety apparel, protective devices and equipment that protect the health and safety of people.
Reasonably practicable	To do what can be done unless it is reasonable in the circumstance to do something less.
Risk	The likelihood of a hazard to cause harm and its resulting severity.
SDS	Safety Data Sheet.
Worker	A person who works at the workplace. Includes, but is not limited to employer, employees, workers, contractors, and consultants.
Worksite	A place on the farm where a fence is being constructed.
Workplace	A farm where work is carried out.
Visitor	<p>A person visiting the farm for work or non-work-related purposes. A work-related visitor may include the following:</p> <ul style="list-style-type: none"> <li>• Bank manager</li> <li>• Stock agent</li> </ul> <p>A non-work-related visitor may include the following:</p> <ul style="list-style-type: none"> <li>• Hunter</li> <li>• Fisherman</li> </ul>








## Appendix A: Emergency Response Card

SIDE A

EMERGENCY RESPONSE PROCEDURE	
<ul style="list-style-type: none"> <li>• ASSESS the situation</li> <li>• PREVENT the situation from worsening</li> <li>• DECIDE on a plan of action</li> <li>• ALLOCATE tasks</li> <li>• EXECUTE the plan</li> </ul>	
EMERGENCY CONTACT NUMBERS	
<ul style="list-style-type: none"> <li>• Emergency Services 111</li> <li>• Poisons Centre 0800 764 766</li> <li>• Medic Alert 04 472 2999</li> </ul>	<ul style="list-style-type: none"> <li>• Farm Manager</li> <li>• Neighbour</li> <li>• Other</li> </ul>
LOCATION INFORMATION	
<ul style="list-style-type: none"> <li>• Farm Rapid No</li> <li>• GPS location</li> </ul>	<ul style="list-style-type: none"> <li>• Road</li> <li>• Area</li> </ul>
POST EMERGENCY ACTIONS	
<ul style="list-style-type: none"> <li>• Notify the Farm Manager of the emergency</li> <li>• Do not interfere with scene once situation is dealt with</li> <li>• Report emergency to Worksafe on 0800 030 040 if the emergency involved: <ul style="list-style-type: none"> <li>○ Injury or illness requiring immediate medical treatment</li> <li>○ Exposure to a substance that require medical treatment within 48 hours</li> <li>○ An event (near miss) that exposed an individual to the risk of the above, i.e. bike rollover not resulting in injury</li> </ul> </li> <li>• Record event in incident register and investigate</li> </ul>	

**SIDE B**

<b>CARDIO-PULMONARY RESUSCITATION (CPR)</b>	
<b>Danger:</b> Check for the safety of yourself, the patient and bystanders  <b>Response:</b> Check for response, tap the patient, gently shake and shout  <b>Seek help:</b> Call for emergency services	<b>Airway:</b> Open the patient's airway, tilt their head back  <b>Breathing:</b> If the patient is not breathing normally then start CPR  <b>CPR</b> Start CPR 30 chest compressions: 2 breaths
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p><b>CALL</b> Dial 111</p> </div> <div style="text-align: center;">  <p><b>PUMP</b> Position hands in the centre of the chest</p> </div> <div style="text-align: center;">  <p>Firmly push down five centimetres on the chest 30 times</p> </div> <div style="text-align: center;">  <p><b>BLOW</b> Tilt head Lift chin Check breathing</p> </div> <div style="text-align: center;">  <p>Give two breaths. Continue with 30 pumps and two breaths until help arrives</p> </div> </div>	
<b>EMERGENCY FIRST AID</b>	
<b>CONTROLLING BLEEDING</b> 1. Apply direct pressure to the wound 2. Raise the limb 3. Apply pad and firm bandage Remember <ul style="list-style-type: none"> <li>Always check circulation below the bandage</li> <li>If there is tingling, numbness or blueness, loosen the bandage</li> </ul>	<b>POISONING</b> Seek medical advice, call the poison centre or an ambulance (dial 111) Remember <ul style="list-style-type: none"> <li>Do not make a person vomit without advice from a medical professional</li> <li>Do not give fluids without advice from a medical professional</li> </ul>
<b>BURNS</b> 1. Cool the burnt area with cool water for 10-15 minutes 2. If necessary, cover the burn with a clean dressing or plastic wrap before taking the person to medical aid Remember <ul style="list-style-type: none"> <li>Do not burst blisters</li> <li>Do not remove clothing that is stuck</li> <li>Do not apply creams</li> </ul>	<b>BREATHING DIFFICULTIES</b> 1. If a person is breathing but unconscious, turn them onto their side 2. Clear their airway from obstructions, such as their tongue or vomit 3. Seek medical help, if necessary

## **Appendix B: Health & Safety Definitions**

### **Meaning of 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 injuries and illnesses**

A notifiable injury or illness means:

- A. An injury or illness requiring the person to have immediate treatment for any of the following:
  - a. Amputation of any body part
  - b. Serious head injury
  - c. Serious eye injury
  - d. Serious burns
  - e. Skin separated from underlying tissue
  - f. Spinal injury
  - g. Loss of a bodily function
  - h. Serious lacerations.
- B. An injury or illness that requires, or would usually require, the victim to go to hospital for immediate treatment
- C. An injury or illness that requires, or would usually require, the victim to have medical treatment within 48 hours of exposure to a substance
- D. 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 carrying out the work:
  - a. With micro-organisms; or
  - b. Involves providing treatment or care to a person; or
  - c. Involves contact with human blood or bodily substances; or
  - d. Involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
  - e. Involves handling or contact with fish or marine mammals.
- E. Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

### **Notifiable incidents**

A notifiable incident is an incident at a workplace that exposes an individual to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- A. An escape, spillage, or leakage of a substance; or
- B. An implosion, explosion, or fire; or
- C. An escape of gas or steam; or
- D. An escape of a pressurised substance; or
- E. Electric shock; or
- F. The fall or release from a height of any plant, substance, or thing; or
- G. 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
- H. The collapse or partial collapse of a structure; or
- I. The collapse or failure of an excavation or any shoring supporting an excavation or tunnel; or
- J. The inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- K. The interruption of the main system of ventilation in an underground excavation or tunnel; or
- L. A collision between two vessels, a vessel capsizes, or the inrush of water into the vessel: or
- M. Any other incident declared by regulations to be a notifiable incident for the purposes of this section.

### **PCBU (Person Conducting Business or Undertaking)**

The HSWA introduces the concept of a Person Conducting a Business or Undertaking, known as a PCBU. PCBU are in the best position to control risks to work health and safety as they are the ones carrying out the business or undertaking. This is why the PCBU has the primary duty under the new law.

Despite its name, a PCBU will usually be a business entity; for example, a fencing company, rather than an individual person. However, a person might be a PCBU if they are a sole trader or self-employed person.

All PCBU's have a primary duty of care in relation to the health and safety of workers and others affected by the work carried out by the PCBU. The primary duty of care requires all PCBU's to ensure, so far as reasonably practicable.

1. The health and safety of its workers or those workers who are influenced or directed by the PCBU (for example, workers, subcontractors)
2. That the health and safety of other people is not put at risk from work carried out as part of the conduct of the business or undertaking (for example, farm visitor such as stock agents, bankers)

The PCBU's specific obligations, so far as is reasonably practicable:

- Providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- Ensuring the safe use, handling and storage of plant, structures, and substances
- Providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- Providing information, training, instruction, or supervision necessary to protect workers and others from risks to their health and safety
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

- A self-employed person is a PCBU. They must also ensure, so far as is reasonably practicable, their own health and safety while at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others.

### **Officers**

An officer of a PCBU is defined as:

- Any person occupying the position of a director of a company by whatever name called
- Any partner in a partnership, or any general partner in a limited partnership
- Any person occupying a position in a body corporate or an unincorporated body that is comparable with that of a director of a company.

The definition includes any person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive).

An officer of a PCBU must exercise due-diligence to ensure the PCBU complies with any duty or obligation under the law. In this context, due diligence means taking reasonable steps to:

- Acquire, and keep up-to-date, knowledge of work health and safety matters
- Gain an understanding of the PCBU's operations and generally of the hazards and risks associated with those operations
- Ensure the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out by the PCBU
- Ensure the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks, and for responding in a timely way
- Ensure the PCBU has, and implements, processes for complying with any duty or obligations of the PCBU under the law; and
- Verify the provision and use of resources and processes.

## **Workers**

The new legislation defines workers as follows:

- Employees of the PCBU
- Contractors and subcontractors
- Employees of contractors and subcontractors
- Employees of labour hire companies assigned to work in or with the PCBU
- Outworkers (including home workers)
- Apprentices or trainees
- Persons gaining work experience or undertaking a work trial
- Volunteers
- Prescribed classes of persons.

While at work, workers must:

- Take reasonable care of their own health and safety
- Take reasonable care of their acts and omissions do not adversely affect the health and safety of other persons
- Comply, as far as the worker is reasonably able, with any reasonable instruction given by the PCBU to allow the PCBU to comply with the law
- Co-operate with any reasonable policy or procedure of the PCBU relating to the health and safety at the workplace that has been notified to workers.