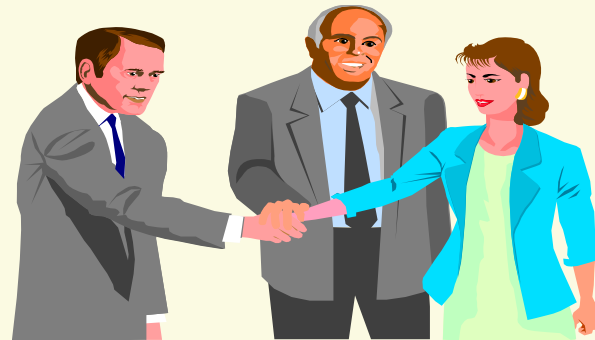


Staff are to be properly trained

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Section 13 HASIE Act 1992 requires that every employer shall take all practicable steps to ensure that every employee is fully trained in safety requirements of the legislation or is supervised by a person who is fully trained.



Types of staff training required

Induction and orientation training.

✓ **This is when an employee starts work with an employer.**

- the physical layout of the land and buildings
- where emergency exits are
- basic procedures for evacuation and
- the location of the assembly area
- where the significant hazards are
- where fire equipment is located
- where First Aid Cabinets/Kits are located.

Types of staff training required

✓ Intermediate training.

✓ The employee is given further training in relationship to the workplace and safety.

- The location and use of protective clothing and safety equipment
- The physical location and interpretation of the Material Safety Data Sheets (MSDs)
- Precautions to take with hazardous substances
- The correct use of plant or equipment
- Location of operating procedure manuals and how to use them
- Procedures for dealing with emergencies.
- Accident reporting requirements and hazard ID
- Work injury claims process

Types of staff training required

- ✓ **Intermediate training.**
- ✓ **The employee is given further training in relationship to the workplace and safety.**
 - Formal rehabilitation process
 - Employer responsibilities and designated roles
 - Employee responsibilities and designated roles
 - Process for electing Safety Reps and the role required
 - Employee and management consultative processes

Types of staff training required

✓ Intensive training

- Operating Procedures for Plant/Equipment
- Use of relevant Codes of Practice
- How to recognise and report hazards/dangers
- Formal reporting of accidents or harms to OSH
- Procedure for analysing and recording of near misses
- Correct lifting techniques to avoid back injury
- Avoiding Occupational Overuse (OOS)
- Other significant hazards

Types of staff training required

✓ Advanced and certification training.

- Buddy training
- The role of supervisors and representatives
- First aid and CPR training
- Forklifts training
- Other certification for competence (HSE Regs 1995, e.g. diver, construction blaster, powder actuated tool, scaffolder,)
- Confined spaces
- Fall prevention

How to do on-the-job training

- ✓ **Employees must be properly trained for their work**
- ✓ How to do on-the-job training.
 - tell the worker how to complete the job
 - show the worker how to complete the job
 - get the worker to explain the job
 - get the worker to demonstrate the job
 - follow up and test comprehension
 - have written instructions that are easy to follow

On-the-job training plus

- ✓ **It is a mistake to think that training in the actual physical work of the job is all the training that is required. The types of training required under the Act include:**
 - **You need trainers *and* properly trained staff to comply with the training requirements of the HSE Act (sections 7-14).**
 - **Several types of training are needed and proof of performance essential.**
 - **Extra penalties apply for failure to involve staff in training and emergency procedures (section 52).**

Industry Based Training

- ✓ NZQA unit standards applicable to the industry
- ✓ Other formal qualifications e.g.
 - trade qualifications
 - certificates
 - diplomas

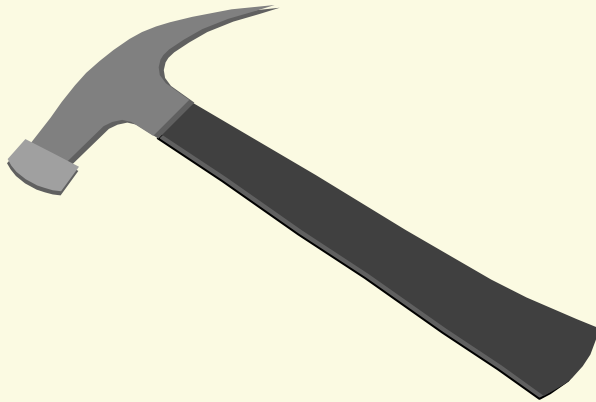
The types of training required under the Act include:

- ✓ all plant, e.g.
 - all appliances, equipment, fittings, furniture
 - all implements, machines, machinery,
 - all tools, and
 - all vehicles



The types of training required under the Act include:

- all objects, e.g.
 - Tools of trade,
 - All components, and
 - Things that are used in the process



The types of training required under the Act include:

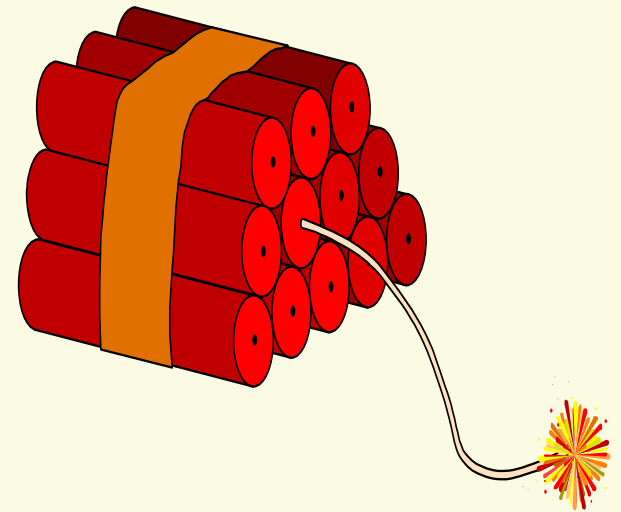
- ✓ all substances, e.g.
 - Chemicals
 - Solids
 - Compounds
 - Any thing that is organic material - whether living or not



The types of training required under the Act include:

✓ all hazardous goods, e.g.

- Gases
- Volatiles
- Corrosives
- Explosives
- Toxic substances
- Flammables
- Poisons

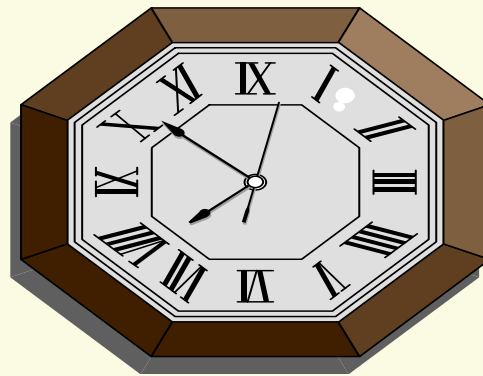


The types of training required under the Act include:

- ✓ all safety gear, e.g.
 - Safety footwear
 - Safety glasses
 - Face masks
 - Ear protection
 - Hard hats
 - Safety Gloves
 - Respirators
 - Knee pads
 - Safety belts or harnesses
 - Dayglow vests
 - Overalls and aprons

The types of training required under the Act include:

- ✓ all safety procedures, e.g.
 - Safe work procedures
 - Start up procedures
 - Operating procedures
 - Close down procedures



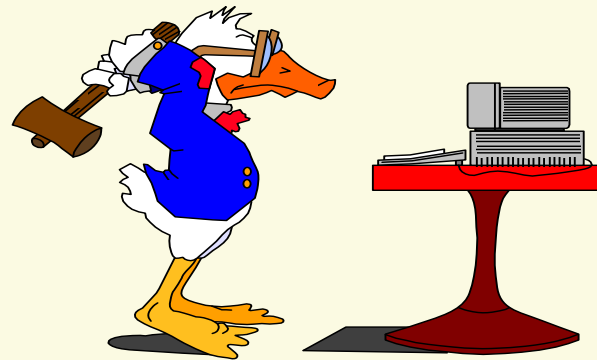
The types of training required under the Act include:

✓ all emergency procedures, e.g.

- Serious Injury
- Electric Shock
- Explosion
- Gases and Fumes
- Burns
- Structural Collapse or Crushing
- Vehicle Collision
- Earthquake
- Fire
- Severe Storm
- Snow Fall
- Flooding

The types of training required under the Act include:

- ✓ all significant hazards (things that may cause harm or injury), e.g.
 - Welding flash
 - Sharp knives
 - Things that can fall
 - Slippery floors



The types of training required under the Act include:

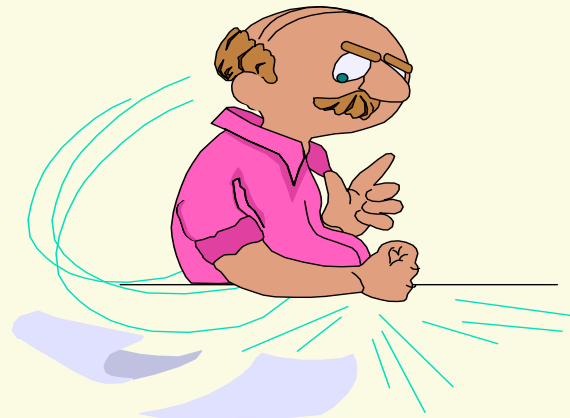
- ✓ all significant hazards (things that may cause harm or injury), e.g.
 - ENVIRONMENT HAZARDS
 - Hazards such as noise and dust that apply in our work site environment.
 - EQUIPMENT HAZARDS
 - Hazards that relate to plant and equipment at our site.
 - PHYSICAL HAZARDS
 - Hazards that can cause injury such as slips, cuts, burns, falling, crushing.

The types of training required under the Act include:

- ✓ all significant hazards (things that may cause harm or injury), e.g.
 - CHEMICAL HAZARDS
 - Fumes, gas, aerosols, corrosives, alkalis, chemicals, solvents, sprays, heavy metals, poisons, pesticides.
 - BIOLOGICAL HAZARDS
 - Infection, legionnaires disease, needle-stick injuries, hepatitis, allergies, brucellosis.
 - PSYCHO-SOCIAL HAZARDS
 - Stress, fatigue, risk of assault, drugs, alcohol, personality problems, boredom, effects of shiftwork

The types of training required under the Act include:

- ✓ all significant hazards (things that may cause harm or injury), e.g.
 - **ERGONOMIC HAZARDS**
 - **Manual handling, posture, occupational overuse syndrome (OOS or RSI).**



The types of training required under the Act include:

- ✓ all safety information and where it can be found, (rules, regulations, standards, Codes of Practice, and guidelines) e.g.
 - The names of the regulations and where a copy may be found
 - The names of any relevant NZ Standards and where they may be found
 - What codes of practice are relevant and where they may be found
 - Other safety guidelines and good industry practice

The types of training required under the Act include:

- ✓ health monitoring, (measurement of environmental elements that may affect safety or health) e.g.
 - Pre-employment checking
 - Lung function
 - Vision impairment
 - Hearing tests
 - Motor function
 - Drug testing

The results are private but personal results must be released to the individual

The types of training required under the Act include:

- ✓ appropriate means for rescue and resuscitation, e.g.
 - First aid
 - CPR
 - Search and rescue



The types of training required under the Act include:

- ✓ how to report accidents, e.g.
 - Victim to be given immediate first aid treatment and if necessary call Ambulance.
 - In all appropriate cases refer victim to medical practitioner of the organisation.
 - Isolate the scene of the accident or harm as soon as possible.
 - Obtain a written report from witness/es and if appropriate take photographs.

The types of training required under the Act include:

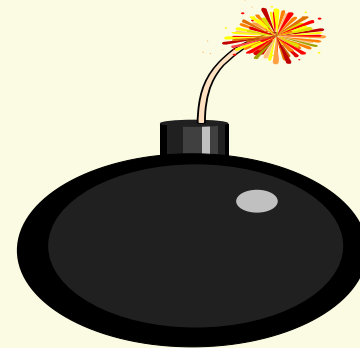
- ✓ how to report accidents, e.g.
 - Report to OSH verbally as soon as practicable but within 24 hours.
 - The accident scene must not be interfered with.
 - Formal report to OSH within 7 Days. Use OSH Serious Harm/Accident Form.
 - If specialised advice is required, please call Summit Systems Ltd Head Office.
 - Also please refer to the forms to be completed.

The types of training required under the Act include:

- ✓ how to report accidents, e.g.
 - **Only with management approval may staff give verbal or written statements to an OSH inspector. They could incriminate themselves, other staff or the employer. Employees have the right to remain silent under section 31 (6) HASIE Act 1992.**

The types of training required under the Act include:

- ✓ To report imminent dangers, e.g.
 - Potential explosion
 - Possible electrocution
 - Building collapse
 - Subsidence

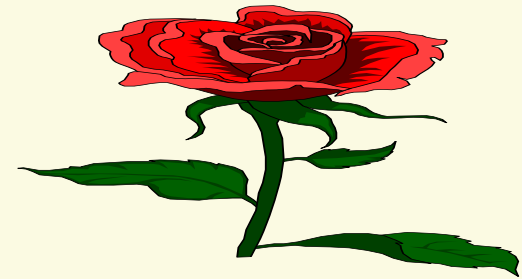


Injury Prevention Training should be provided to all staff

- The duties of employers and employees
- How to identify hazards and control them
- How to set and achieve a goal of zero serious accidents
- How to set up and operate a safety committee
- How to operate a company Doctor scheme
- Internal and external audits are essential

FURTHER SAFETY TRAINING

- ✓ Once employees have been given the above training, there is a need to have some people trained as safety representatives and some trained as safety supervisors.
- ✓ **Safety Officer Courses are now required and employers need to have sufficient staff trained for their worksite.**



FURTHER SAFETY TRAINING

- ✓ Safety Representative Training and Certification Courses
 - How to recognise statutory rights and responsibilities.
 - How to protect health and safety.
 - How to improve standards of Health and Safety.
 - How to act as a safety representative

FURTHER SAFETY TRAINING

✓ Safety Supervisor Training and Certification Courses

- Understanding the role of Safety Officers and the Safety Committee.
- Identification of workplace hazards and managing them in a competent and efficient manner.
- Understand accident recording and reporting. Introducing new plant and new activities. Good practice for training new staff.
- Control of other parties on site and implementing procedures for improving workplace safety standards.
- Other issues for construction site safe operation.

FURTHER SAFETY TRAINING

✓ Safety Manager Training and Certification Courses

- Duties of parties under the Act need to be fully understood.
- Planning the workplace to meet the safety Regulations.
- Improving standards of safety in the workplace, by ensuring that Safety Regulations are followed.
- Achieving cost benefits through the development of high quality systems and continuous quality improvement for safety standards. Also ACC audit training.
- How to complete an ACC safety self assessment audit.

FURTHER SAFETY TRAINING

✓ Safety Trainer Certification Courses

- Understanding the principles of training and the obligations of the employer.
- Explaining a job or operation in a logical sequence.
- Workplace training and assessment - the training overview.
- Workplace training and assessment - preparing and using training aids.
- Workplace training and assessment - preparing assessments.
- Workplace training and assessment - conducting assessments.

CONTACT SUMMIT SYSTEMS LIMITED FOR HIGH QUALITY SAFETY SYSTEMS & SAFETY TRAINING

- We have highly trained consultants in your region.
- Please arrange by contacting our Head Office:
- Phone **09 438 7555**
- Fax **09 438 7556**
- Or email to **safetynz@xtra.co.nz**
- visit our website **summitsystems.co.nz**

