

# NZ FARRIERS ASSOCIATION

## Health & Safety Manual

**NZ Farriers Association**  
The hoofcare professionals

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# NZ Farriers Association Ltd Health & Safety

## 1. Health & Safety Policy

1. Members of the NZ Farriers Association acknowledges their workplace health & safety responsibilities to all employees, other PCBU's, contractors, clients, members of the general public and to the environment.
2. Members of the NZ Farriers Association are committed to maintaining and continuously updating health & safety information and resources.
3. Members of the NZ Farriers Association are committed to providing and maintaining a safe and healthy workplace for all employees, other PCBU's, contractors, clients, members of the general public, and to provide the information, training and supervision needed to achieve this.
4. Members of the NZ Farriers Association continuously monitor and maintain machinery and vehicle safety standards and also continuously measures their compliance to workplace safety and health regulations.
5. Members of the NZ Farriers Association will take responsibility for the establishment of health and safety procedures so far as is reasonably practicable and will ensure that:
  - That the health and safety of other persons is not put at risk from work carried out as part of the conduct or undertaking of the business,
  - The provision and maintenance of a work environment that is without risks to health and safety,
  - The provision and maintenance of safe premises, plant, substances, structures, facilities and safe systems of work,
  - The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access for employees to those facilities,
  - The safe use, handling, and storage of plant, substances, and structures,
  - The provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct or undertaking of the business. This includes comprehensive training provided to all of its employees through avenues such as third party providers, 1st aid training, health & safety meetings, toolbox meetings, on the job training and daily reviews,
  - The provision of, and training of workers in effective use of, best quality personal protective equipment and clothing,
  - That the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking; and
  - That the health & safety of others is not put at risk from work carried out on behalf of the business.
  - That any serious harm events, injury or illness defined as notifiable under the Health & Safety at Work Act 2015 are reported to management and that these events are notified to WorkSafe,

Employees as well as all contractors engaged by members of the NZ Farriers Association also need to be aware of their responsibilities and comply with this business health and safety policy. Each employee and any contractor is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system,
- Adhering to correct procedures and using the correct equipment in the correct manner,
- Wearing personal protective clothing & equipment, during the course of their work when required,
- Reporting any pain or discomfort to management as soon as possible,
- Ensuring all accidents, incidents and near misses are reported to senior management,
- Ensuring that any serious harm events, injury or illness defined as notifiable under the Health & Safety at Work Act 2015 are reported to management,
- Informing your manager immediately of any other health and safety concerns, including any hazards,
- Helping new employees, trainees and visitors to the workplace in understanding the correct safety procedures and why they exist; and
- Keeping the workplace tidy to minimise the risk of any trips and falls.

***Managing Director***

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## 2. Definitions & Duties

### 2.1 Definitions

#### Meaning of Person Conducting a Business or Undertaking (PCBU)

In the Act, unless the context otherwise requires, a PCBU means the business as a legal entity. This includes sole traders.

#### Definition of workplace

A workplace is a place where work is carried out, including anywhere a worker goes or is likely to be while at work.

#### Officer

An 'Officer' under the Act, means a director, board member, partner or a person with a senior governance role, such as a CEO. An officer must exercise due diligence to ensure that their business complies with health & safety legislation.

Officer Responsibilities include:

- Keep up-to-date with work health and safety matters.
- Gain an understanding of operations and associated hazards and risks.
- Ensure availability of appropriate resources and processes to manage those risks.
- Ensure processes are in place for complying with health & safety duties.

#### Worker

A worker means an individual who carries out work in any capacity for a member of the NZ Farriers Association, including work as:

- An employee,
- A contractor or subcontractor; or an employee of a contractor or subcontractor,
- An employee of a labour hire company who has been assigned to work in the business,
- An outworker (including a homeworker); or
- An apprentice or a trainee,
- A person gaining work experience or undertaking a work trial,
- A volunteer worker,

#### Meaning of reasonably practicable

Reasonably practicable means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account:

See Appendix 17 for further detail.

### 2.2 Duties

See Appendix 17 for further detail.

Members of the NZ Farriers Association recognise that as per section 6 of the Health & Safety at Work Act 2015, duties of employers are set out as follows:

#### Primary duty of care

Members of the NZ Farriers Association will ensure, so far as is reasonably practicable, the health and safety of:

- Workers who work for any member of the NZ Farriers Association,
- Workers who are influenced or directed by any member of the NZ Farriers Association.

Members of the NZ Farriers Association will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out by any member of the NZ Farriers Association.

## Duties of workers

(Section 45 of the Act)

A worker must:

- Take reasonable care for his or her own health and safety,
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- Comply, as far as reasonably able, with any reasonable instruction, policy or procedure that is given by management to allow any **member of the NZ Farriers Association** to comply with the Health & Safety at Work Act 2015 or relevant regulations; and

## Duty to preserve sites

(Section 55 of the Act)

A workplace at which a notifiable event has occurred must not be disturbed until authorised by an inspector.

See Appendix 17 for exceptions.

## Duty to engage with workers

(Section 58 of the Act)

Members of the NZ Farriers Association will, so far as is reasonably practicable, engage with workers:

- Who carry out work for the business; and
- Who are, or are likely to be, affected by a matter relating to health or safety.

If a member of the NZ Farriers Association who is an employer and workers employed by that member of the NZ Farriers Association have agreed to procedures for engagement, the engagement must be in accordance with those procedures.

The agreed procedures must not be inconsistent with section 59.

## Engagement with workers

(Section 59 of the Act)

Engagement with workers requires that relevant information about the matter be shared with workers in a timely manner and that workers be given a reasonable opportunity:

- To express their views and to raise relevant health or safety issues,
- To contribute to the decision-making process relating to the matter,

## Business who manages or controls fixtures, fittings, or plant at workplaces

(Section 38 of the Act)

Under the Act, **Members of the NZ Farriers Association** in managing or controlling fixtures, fittings, or plant in the workplace will, so far as is reasonably practicable, will ensure that the fixtures, fittings, or plant are without risks to the health and safety of any person.

Members of the NZ Farriers Association who in managing or controlling fixtures, fittings, or plant at the workplace does not owe a duty under that subsection to any person who is at the workplace for an unlawful purpose.

## 3. Systems

### 3.1 Worksite Hazard and Incident Management:

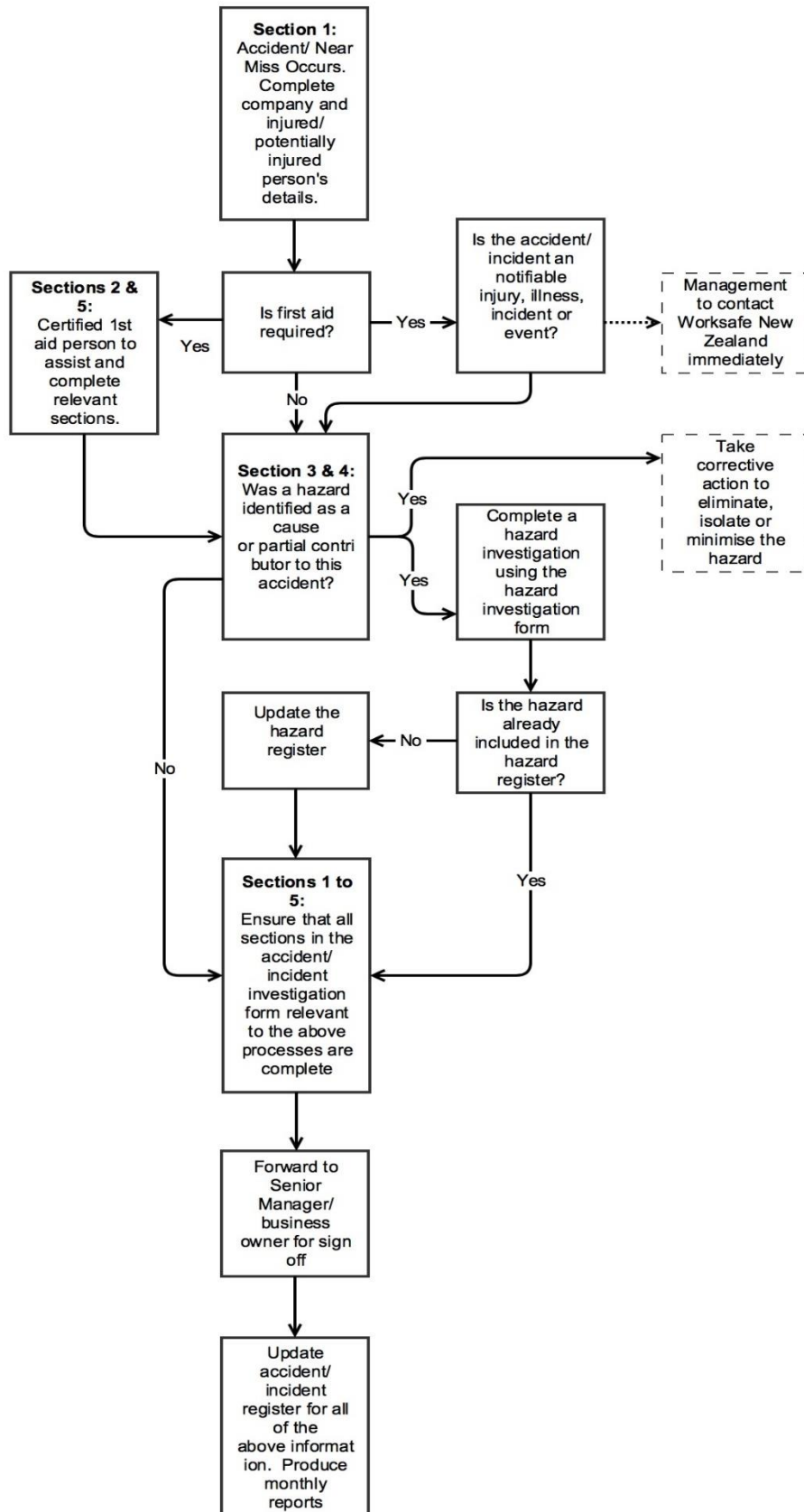
1. The workplace premises of any member of the NZ Farriers Association are to be inspected on a monthly basis for any hazards, including but not limited to: potential trip, slip and fall hazards, electrical, height safety and fire compliance including egresses and exits [See Appendix 12 – Site Inspection Form]
2. Prior to commencement of any significant work, hazards and potential hazards are discussed with residents, horse owners, trainers and any other persons, with procedures being adopted and documented to mitigate these hazards. This includes:
  - 2.1. Staff being advised of all safety requirements. These will include any that are specific to a particular site.
  - 2.2. Staff being advised of all personal protective equipment and clothing requirements.
  - 2.3. Personal protective equipment is provided to all employees and all employees are trained in its use.
  - 2.4. Access to the immediate work area being off limits to all persons except those who are asked to assist in management of the animal or have been given permission by the farrier who is conducting the work.
3. Updates on safety requirements for all staff using any equipment, are carried out at 'toolbox meetings' which are conducted regularly and as issues arise.
4. Staff, contractors and other visitors are briefed and also alerted to site specific hazards and to general safety requirements through visual signage erected on site. It is acceptable for signage to be erected on the work vehicle of the farrier conducting the work.
5. Areas where machinery is being used should be restricted to authorised personnel only. Note that any loud machinery in the immediate vicinity should be prohibited until the farrier has concluded his or her work. Appropriate signage and used where appropriate.
6. Visitors to the workshop must wear a high visibility vest. The workshop is to be off bounds to members of the public unless accompanied by a member of NZ Farriers Association.



## 4. Health & Safety at Work

### 4.1 Accident & Incident Management

The process as outlined in the following flowchart is to be followed in the event of a near miss, harm or serious harm.



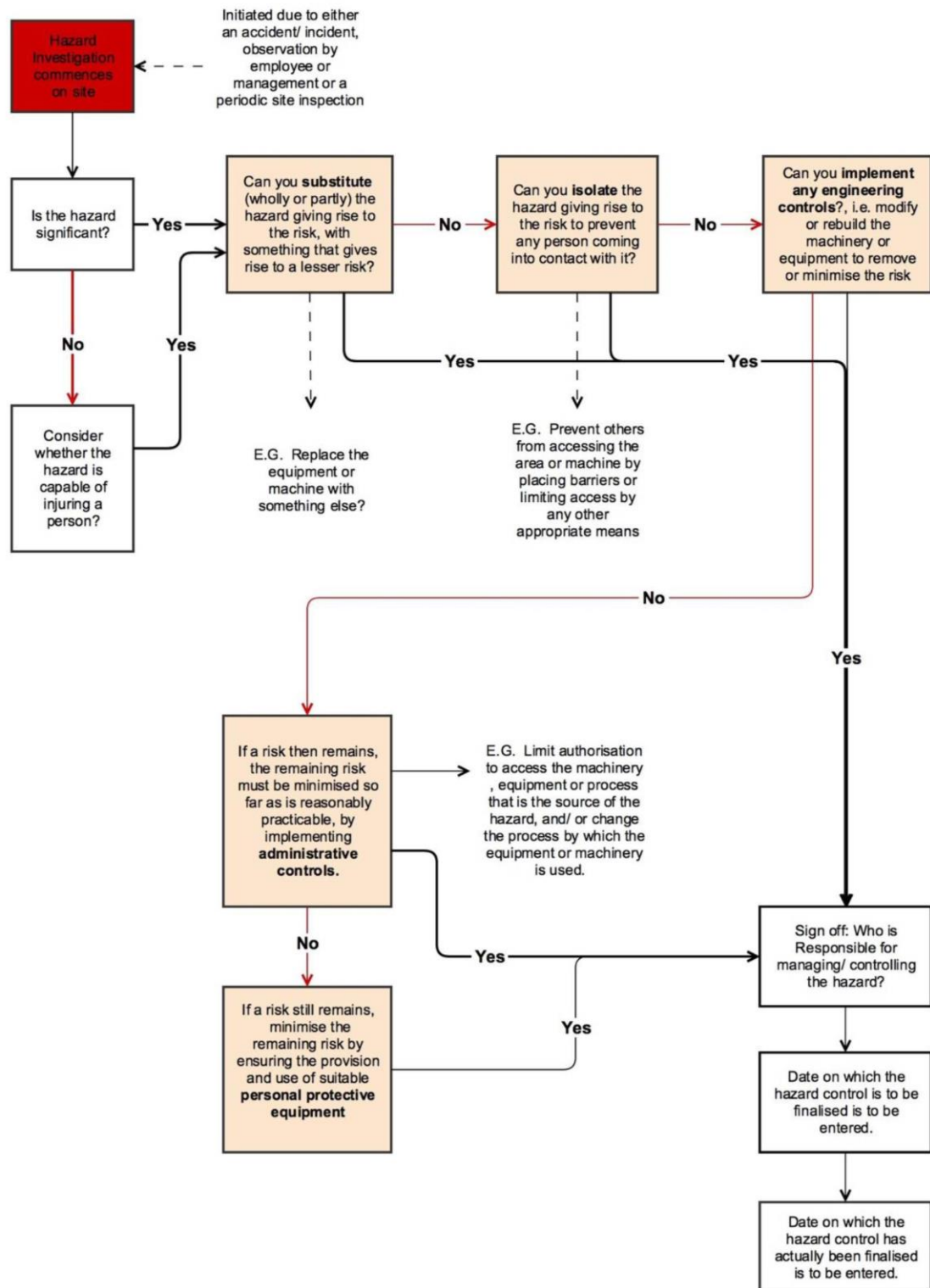
#### 4.1 Near Misses

In regard to the information contained in the above Accident/ Incident flowchart, **a near miss is to be treated as if an accident involving harm to a person has occurred**. Near misses are often an indicator of an existing hazard or poor work practice. Monitoring and reviewing near misses can be used by management to safeguard the workplace, protect the health and safety of employees and eliminate, isolate or minimise hazards.

#### 4.2 Notifiable Events

Where notifiable injury, illness, incident or event occurs as a result of an on-site incident, Worksafe New Zealand is to be contacted. As a rule of thumb, a potential notifiable injury, illness, incident or event is to be considered as having occurred if the incident victim requires any medical treatment over and above first aid, such as a doctor's visit, accident & emergency visit, ambulance or any other such medical treatment. If in doubt, contact HealthSafe for guidance.

## 5. Hazard Management



**NZ Farriers Association Limited members will implement the above hazard management process on an ongoing basis through all daily operations. Management and employees will be expected to follow the above procedure. All staff will be trained in the hazard identification and management process as part of their induction. Where staff are employed, hazards shall be reviewed at all toolbox meetings.**

A PCBU and its officers have a primary duty of care to ensure the health & safety of employees as per section 36 of the Health & Safety at Work Act 2015.

Hazards can be identified through any of the following activities or events:

- ☐ The course of daily work,
- ☐ The occurrence of incidents and accidents,
- ☐ Toolbox meetings,
- ☐ Site inspections, or
- ☐ Industry, manufacturer, health department or other such expert advice.

The Hazard Management form (See Appendix 3) is to be used when any hazard is encountered through the above activities or events.

Regular site inspections are to be conducted by a member of the management team.

## 5.1 The Process of Managing Identified Hazards

### 5.1.1 Risk Management

#### 5.1.1a Defining Hazard and Risk

Hazards and risks are not the same thing.

A *hazard* is an act or condition that has the potential to cause damage to plant or equipment, or result in an illness or injury. Hazards can be categorised by the type of outcome, energy exchange process or geographic location - e.g. manual handling hazards, slips and trips, working at height.

A *risk* is the likelihood of a specific consequence occurring. Risks are usually expressed in terms of likelihood and consequences. In many cases, the terms 'hazard' and 'risk' are used interchangeably. However, remember that 'hazard' has a more general application and 'risk' a specific application.

#### 5.1.2 Risk Identification

The premises and workshop areas will be regularly inspected to identify all hazards in the work place.

Once a hazard has been identified the likelihood of an injury occurring will be assessed, along with its probable consequences. Risk assessments are based on two key factors:

- the likely severity or impact of any injury or illness resulting from the hazard, and
- the probability or likelihood that the injury or illness will actually occur.

The following risk matrix, cross references likelihood and impact, in turn enabling risk to be assessed against these two factors and identified as one of the following five levels of risk:

a critical risk



a high risk



a moderate risk



a low risk



a very low risk.



### 5.1.3 Risk Rating Matrix

	Likelihood				
Consequences	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					

**Urgent action is required for risks assessed as Critical or High risk.** The actions required may include:

- Instructions for the immediate cessation of the work, process, activity, etc.
- Substitution or isolation of the hazard until more permanent measures can be implemented.

Documented control plans with responsibilities and completion dates may need to be developed for Moderate risks.

Having established the relative importance of dealing with the identified risk, the risk control hierarchy ranks possible control measures in decreasing order of effectiveness. Risk control measures should always aim as high in the list as practicable. Control of any given risk generally involves a number of measures drawn from the various options (except where option A is chosen).

### 5.1.4 Risk Control Hierarchy

Identified hazards are to be managed in a 5 step hierarchy of **substitute, isolate, implementing engineering controls, implementing administrative controls** and lastly the provision and use of suitable **personal protective equipment** as per section 5 to 7 in the Health & Safety at Work Act 2015. The steps are as follows:

Minimise risks to health and safety, so far as is reasonably practicable, by considering in the following order and then implementing one or more of the following actions that is the most appropriate and effective taking into account the nature of the risk:

- (1) **Substituting** wholly - [that is eliminate] or partly, the hazard giving rise to the risk with something that gives rise to a lesser risk:
- (2) **Isolating** the hazard giving rise to the risk to prevent any person coming into contact with it:
- (3) **Implementing engineering controls.**
- (4) **Implementing administrative controls:** If a risk then remains, the PCBU must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls (i.e. a process by which the risk is minimized, e.g. Allowing only trained and authorized individuals to use a particular piece of plant)
- (5) **PPE:** If a risk then remains, the PCBU must minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment.

Management of hazards as described above and the actions required to manage those hazards are to be carried out within a reasonable period of time. Furthermore, any area or equipment that constitutes a cause of a hazard is not to be used until the action required to manage the identified hazard (eliminate, isolate or minimise) has been completed. Completion of the action required to manage the identified hazard is to be signed off by management and/ or a recognised industry expert.

## 6. Personal Protective Equipment

Personal protective equipment (PPE) is to worn at all times on site. The following is the specific PPE that has been identified as being necessary to carry out the on-site work of NZ Farriers Association. Note that this list is not exhaustive and other PPE may required be on any occasion to safely carry out the work of NNZ Farriers Association.

### 6.1 Footwear

Any persons performing any task as a member of the NZ Farriers Association at any worksite as a member of NZ Farriers Association, are required to wear NZ standard approved safety footwear appropriate to the conditions of the site. This means foot wear with durable uppers, steel toe caps and non-slip soles.

## 7. Vehicles

All vehicles shall be serviced at regular intervals and maintain a current warrant of fitness and registration.

All drivers shall hold a current driver's license. No individual is to drive as a member of the NZ Farriers Association if their driver's license has been suspended or cancelled. Members who are driving on NZ Farriers Association business are expected to obey New Zealand traffic laws and regulations at all times. Failure to do so may result in disciplinary procedures being initiated.

No members shall drive any vehicle while under the influence of alcohol or drugs.

All company vehicles shall contain a first aid kit and a fire extinguisher.

## 8 Use of Tools & Machinery on Site

### 8.1 Power tools:

Workshop tools including grinders and other power tools must have proper guards in place at all times. Electrical cords and hoses must be placed so as not to create a tripping hazard or be subjected to damage from equipment or materials. Any instance where electrical cords are damaged or electrical wires are exposed requires the equipment involved to be removed from use immediately and not returned to service until repaired.

Any electrical equipment must be:

- ☐ Repaired by a licensed electrician
- ☐ Tested as per relevant industry standards (test & tag).

See Appendix 19 onwards for task analysis on risks related to use of machinery & equipment & how to reduce those risks.

### 8.3 Electrical

Any workshop electrical installation, removal or repair is to be carried out by a qualified electrician. This includes fuse repair and replacement. Other requirements in relation to electrical work and equipment include:

- ☐ Keep electrical leads off the ground and on stands where possible. If this is not practicable, keep leads to the sides of walkways and working areas.
- ☐ Do not hang electrical leads from scaffolding.
- ☐ Use of double adaptors and 'piggy back' fittings are not permitted.
- ☐ Earth leakage protection is required on all electrical appliances.
- ☐ Any damaged leads, wiring, equipment or other installation must be removed from use immediately and reported to your foreman or management.
- ☐ Covers must be provided for electrically powered equipment which would otherwise be exposed to inclement weather and moisture. If such covers cannot be provided, the affected equipment must not be used.
- ☐ Electrical leads and equipment must be checked regularly in accordance with appropriate regulations and industry standards (Test & Tag). Records of these checks must be maintained by management.

## 9. Site Specific Hazards

The work of members of the NZ Farriers Association presents certain specific hazards that must be considered collectively and in isolation. These specific hazards include the use of power tools and machinery.

Task analysis is performed on all tools and processes. All task analysis is recorded in Appendix 19 onwards of this document.

## 10. Site Rules

### 10.1 Public Safety

Members of the NZ Farriers Association will take all necessary precautions to ensure that visitors to any worksite are familiar with the rules of the business in regard to health & safety and

Such objects referred to in the previous section include, but are not limited to; equipment, tools, machinery and other materials that could fall, be propelled or emitted sideways or upwards. Examples include, but are not limited to; dangers presented by machinery & equipment when in operation, tripping & slipping hazards in the work area or hazards present at other places of work.

### 10.2 Hygiene

- ☐ All areas where food is consumed is to be kept clean & tidy.
- ☐ All cutlery, dishes and any other utensils shall be thoroughly cleaned after use.
- ☐ Hands shall be washed after using the toilet and before all meal breaks.
- ☐ All cuts, grazes and any other open wound must be kept covered to prevent infection.
- ☐ All staff are to keep as clean and tidy appearance as practicable when at work.
- ☐ All rubbish is to be collected and placed in a bin or skip.



## 11 Health & Safety Meetings

The purpose of regular scheduled health & safety meetings is to both manage specific health & safety issues and also to look at health & safety data for the period under review.

Health & safety meetings are held monthly. Meetings are compulsory for key staff and a minimum of one management representative must be present. The meeting agenda includes:

- ☐ Updates to the NZ Farriers Association's health & safety policies and procedures,
- ☐ Accident incident review,
- ☐ Hazard Management, including site specific issues,
- ☐ Off-site issues if any; and
- ☐ Staff concerns and suggestions in regard to health & safety.

Procedures will be amended and manual documentation will be updated where required, as a result of outcomes of the monthly health & safety meetings.

Where a member of the NZ Farriers Association employs staff, those staff are to further notified through a meeting or hard copy memo of any changes or updates to the NZ Farriers Association's health & safety policies and procedures and associated changes to health & safety documentation.

### 11.1 Toolbox Meetings

Where a member of the NZ Farriers Association employs staff, the purpose of toolbox meetings is to inform staff in dealing with more immediate issues that arise as a result of daily or weekly operations, whereas health & safety meetings are called on a scheduled basis such as monthly as suggested above.

Toolbox meetings are an important part of health & safety management. Toolbox meetings occur on a more regular basis than health & safety meetings or can even be called on an impromptu basis. Toolbox meetings can involve any or all staff at any time either as issues arise or as a formal scheduled process that is held at regular intervals.

At toolbox meetings a review of accidents/ incidents, hazards and general staff concerns are covered. In the same manner as above, procedures are amended and manual documentation is updated where required.

The specific function of the toolbox meeting is to assist with health & safety specific to the current work that the workshop and wider team are working on. During this meeting, the team will review, plan and implement and actions relating to health & safety including, but not limited to the following:

- ☐ Accidents/ incidents, including serious harm, near misses, and associated trends
- ☐ Regular site inspections,
- ☐ Hazard assessments, including new hazards and a review of the hazard register,
- ☐ Personal protective equipment,
- ☐ Contractor work, including any new contractors that have come onto site,
- ☐ Any other issues arising from the work being performed, and
- ☐ Health & safety training where required,

- ☐ Progress of work and specific tasks,
- ☐ Health & Safety, specifically hazards, accidents/ incidents and PPE requirements; and
- ☐ Mitigation of risks identified in the above

All of the above is recorded in the toolbox meeting minutes and any information that is relevant to either the site or staff in general, is communicated via general memorandum or staff email. Appropriate action is taken immediately if required and review takes place at the next toolbox or health & safety meeting.

## 12. First Aid

First aid is to be applied by a certified first aider. First aid qualifications are to be gained through a recognised provider.

**It is noted that members of the NZ Farriers association are often working in isolation. Whenever this is the case, it is advised that the farrier informs the property owner, horse owner or trainer that they are on site and ready to commence work. The purpose of this is so that in the event of injury, assistance is immediately at hand, as it is not practical for an individual to be responsible for one's own first aid or emergency assistance.**

The role of a first aider is to keep someone who is injured or ill safe until they can get more advanced medical treatment from a doctor, health professional or they can be transferred to hospital. The first aider must also make sure that they and anyone else involved are safe and that they don't make the situation worse.

If you think someone needs your help, these are the seven things you need to do as a first aider:

### 1. Assess

- ☐ Assess the situation including the surroundings, quickly but calmly. Are you or the victim in danger? Is it safe for you to approach or physically contact the victim?
- ☐ What has happened? How many people are involved and how old are they? What do you think the main injuries could be?

### 2. Danger

- ☐ Always protect yourself first. Assess the immediate environment - never put yourself at risk
- ☐ Only move the victim(s) to safety if leaving them would cause them more harm
- ☐ If you cannot make the area safe, call 111 for emergency services

### 3. Prevent infection between you and the victim

- ☐ If possible, wash your hands or use alcohol gel
- ☐ Wear disposable gloves
- ☐ Do not touch an open wound without gloves on
- ☐ Do not breathe, cough or sneeze over a wound or the victim

### 4. Comfort and reassure:

- ☐ Stay calm and take charge of the situation

- ☐ Introduce yourself to the victim to help gain their trust
- ☐ Explain what is happening and why
- ☐ Explain what you're going to do before you do it

## 5. Assess the casualty

- ☐ If there's more than one casualty, help those with life-threatening conditions first
- ☐ Start with a Primary Survey and deal with any life-threatening conditions
- ☐ Then, if you've dealt with these successfully, move on to a Secondary Survey

## 6. Give first aid treatment

- ☐ Prioritise the most life-threatening conditions
- ☐ Then move on to less serious ones
- ☐ Get help from others if possible

## 7. Arrange for medical assistance

- ☐ Call 111 for an ambulance if you believe it's serious
- ☐ Take or send them to hospital if it is not serious condition
- ☐ If you are in anyway uncertain of the victim's condition call 111 for medical advice
- ☐ Recommend that they see their doctor if they're concerned about a less serious condition
- ☐ Advise them to go home to rest, but to seek help if they feel worse. Ensure that someone will be with them if you are uncertain.
- ☐ Stay with the victim until you can leave them in the right care.

## 12.1 Qualified First Aiders

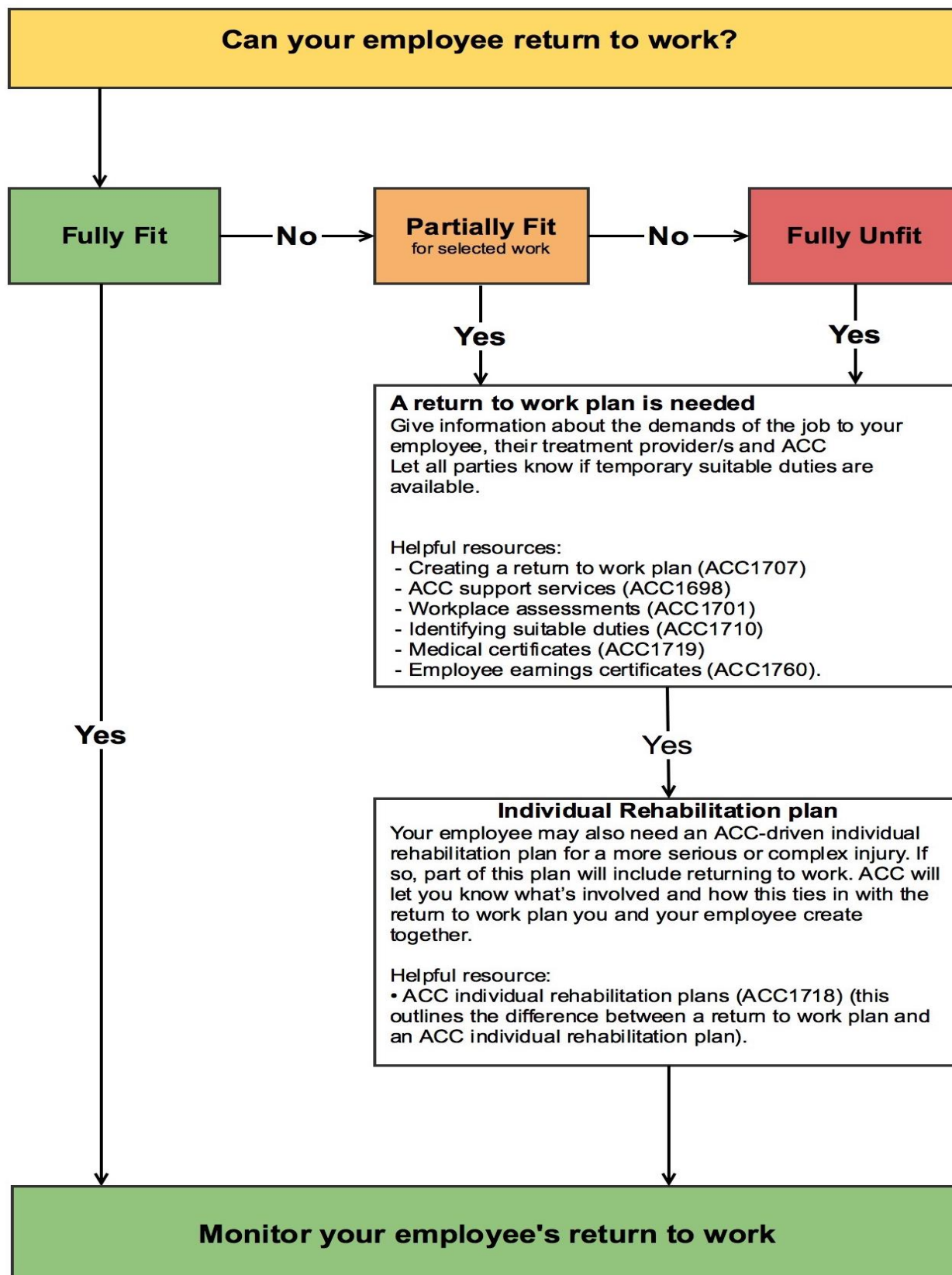
Name	Expiry Date

See the above form at Appendix 15.

Most aid certificates are valid for a two-year period. However, make sure that this is confirmed with your first aid training provider, record the expiry date as above and place a copy of your trained first aiders certificates on file.

### 13. Return to Work

The following chart outline the process to be followed in a return to work programme:



### 13.1 What is a return to work plan?

**Note: Most members of the NZ Farriers association are working in isolation. The above and following information is useful should that member be forced off work through injury or in the instance where that member employs a person who is forced off work through injury. If in doubt, contact HealthSafe Ltd or ACC for advice.**

A return to work plan details actions to be carried out to help your employee return to work safely. The plan will state who's responsible for completing each action and a timeframe for each action.

It's important to create a return to work plan because it ensures your employee and everyone in their recovery team knows what they have to do and when they have to do it. Whenever one of your employees is off work for more than a few days due to an injury, you and your employee should create a return to work plan together.

If a serious or complex injury has occurred, ACC will also develop a plan with a slightly different focus (see "ACC individual rehabilitation plans" ACC1718). For example, it's more likely to focus on treatment activities to help your employee build up their capacity to return to work. Your employee's ACC Case Manager/Coordinator will let you and your employee know how the plans tie in together and can help to ensure the goals of both plans are aligned.

### 13.2 What are the benefits?

The benefits of creating a return to work plan include:

- Helping your employee achieve a better recovery outcome
- Helping your employee get back to work faster
- Helping ensure your employee's return to work is safe and sustainable
- Helping your organisation make health and safety system improvements
- Ensuring your organisation operates "best practice".

### 13.3 Creating a return to work plan

#### 1. Talk to ACC

It's a good idea to take the lead and contact your employee's ACC Case Manager/ Coordinator to find out if ACC will also be developing a return to work plan.

#### 2. Talk to your employee

Regularly ask your employee how they're doing and reassure them of your support.

- Explain the purpose of the return to work plan
- Ask them to consent to your speaking to their treatment provider and/or ACC, and for the release of medical information to help plan their return to work
- Depending on your employee's condition, invite them to team meetings, work social events etc. Keeping strong links with your workplace helps your employee get back to work faster.

#### 3. Determine the demands of pre-injury duties

- Identify the demands of the jobs in your workplace. ACC can help you to do this and can advise if a specialist assessor is required to do a full job analysis
- It's important that your employee returns to work performing duties that are aligned with the information provided on their medical certificate (see "Medical certificates" ACC1719).

#### 4. Consider suitable duties

It may not be possible for your employee will be able to return to their usual job straight away, Consider what suitable duties they can do until they return to full fitness and health (see "Identifying suitable duties" ACC1710).



### 13.4 Meeting checklist

Discuss goals and actions

- Explain the purpose of the meeting
- Agree on goals (e.g. productivity) - goals must be S.M.A.R.T. (i.e. specific, measurable, achievable, realistic and time bound).
- Detail the actions needed to achieve the goals, who's responsible for doing what and the date they should be done by (e.g. Manager to adjust desk height to enable adequate leg clearance by 2 March).

Clarify the situation

- Detail your employee's usual duties and explain any suitable duties that are available
- Review any restrictions written on your employee's medical certificate.

Discuss duties and breaks

- Based on the above information, discuss with your employee on temporary suitable duties (if usual duties can't be performed straight away) and decide when the temporary duties will stop or be reviewed
- Decide where your employee will work
- Agree on the hours of work. *It may be likely that the hours of work may not be the full complement of hours that the employee was working prior to their injury.*
- Agree on breaks (i.e. frequency and duration) *that will be sufficient for the employee to manage their recovery and continue to improve their level of well-being.*
- Discuss any special needs or conditions and what will be done to help (e.g. assistance with transport). *ACC may be able to help with special needs.*

Tip – Varying duties so your employee changes posture may be a useful option.

Tip – Be flexible while your employee recovers, because they may get tired quickly or need time off to visit a treatment provider. The treatment provider's advice will be valuable when making these decisions.

Discuss reviews, updates and support

- Set a start date for the return to work plan.
- Set review dates. The first review should be no more than one week from the start date. After each review, update the plan if necessary.
- Assign someone on-site to support your employee and monitor their progress.
- Ensure all those involved in the development of the return to work plan agree to it.

### 13.5 Suitable duties:

- Should always be useful work that's valuable to your organisation.
- Are temporary duties that your injured employee is able to do that assist their recovery.
- Can be similar to your employee's usual duties, but don't have to be.

The goal of suitable duties is to help your employee return to their usual job and hours, if possible.

Providing suitable duties for your injured employee benefits both your employee and your organisation. Research shows that people who return to work doing suitable jobs are more likely to get back to independence sooner and less likely to feel isolated or depressed. Your organisation benefits because you won't lose your valuable employee's knowledge and skills if they're at work, performing suitable duties. You could also save on lost productivity, recruitment and training costs.

## 14. Contractor Management

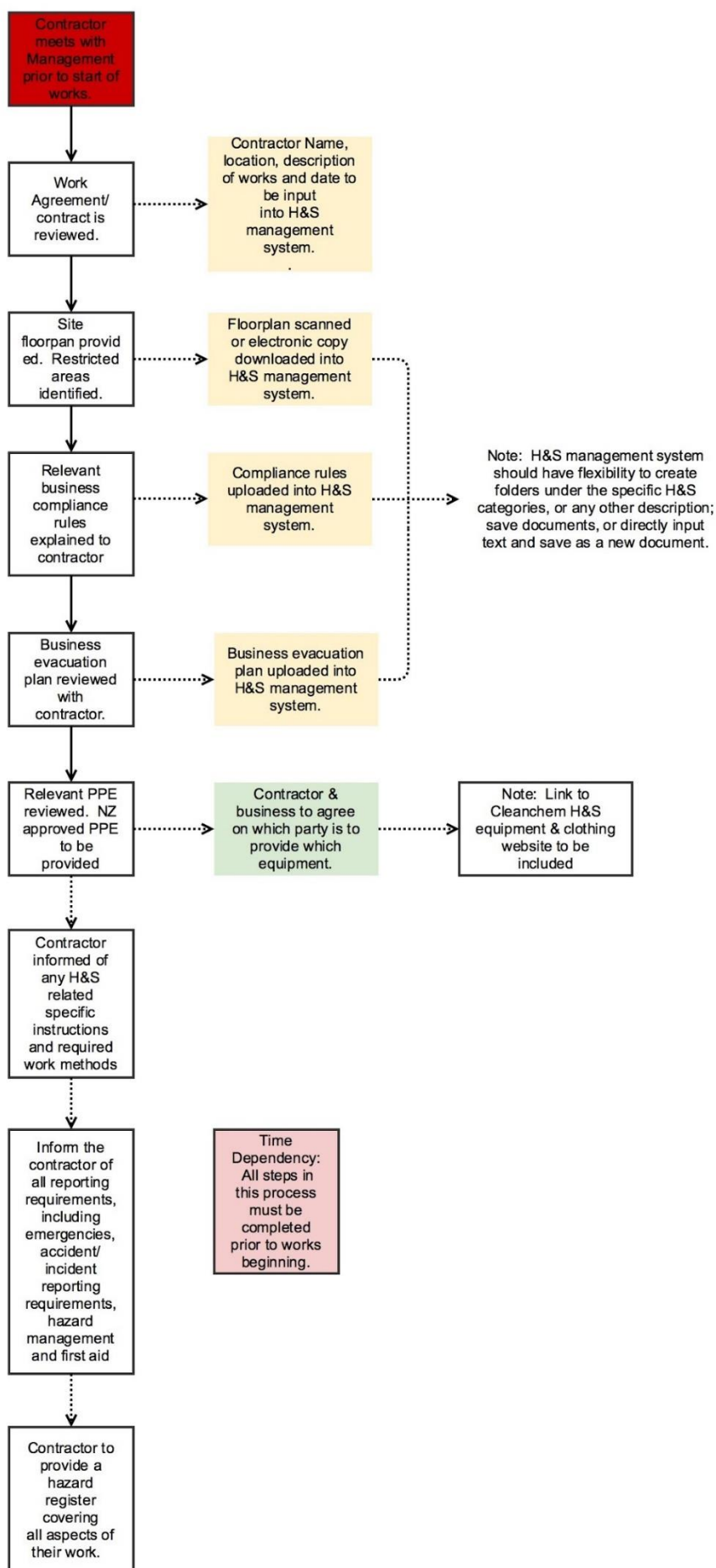
The following process is to be followed in all instances of contractors working for a member of the NZ Farriers Association due to the nature of the work being undertaken by NZ Farriers Association.

All contractors are to complete the requirements of the NZ Farriers Association Contractors induction form (See Appendix 5) and sign off once they have done so, prior to commencing work.

Contractors are to wear approved PPE when sharing a workspace with NZ Farriers Association. Any contractors of members of the NZ Farriers Association are to following the contractor's induction process as per the following flowchart.

**See chart next page for contractor management process**





## 16. Staff Training

Where any member of the NZ Farriers Association employs staff, the following training matrix can be used. Training specific to the work of a member of the NZ Farriers association can be added here.

Key:

Compulsory =







Compulsory =  
if relevant to  
role



Optional =



Role	Equipment or task involved	Provider	Key	
Health & Safety	First Aid	Red Cross, St Johns		As stated previously, it may not be practical for a sole position person to obtain a first aid qualification, unless employing staff.
	Health & Safety Induction	In house		For all new staff.
	Health & Safety Management	EMA, SiteSafe		Optional: Recommended for health & safety officers/ managers.  Advice also available from HealthSafe Ltd.
Specific Training	Farriery Training Manual	NZ Farriers Association		Employer (member) provides.

**Note 1:** Assembly of some equipment machinery or product is more straightforward than others. Consider the level of risk that the equipment, machinery or product presents. Is it electrically powered and is there any means by which an operator may injure his or herself when using. If the answer to these considerations is either yes, or there is some uncertainty, consult an expert.

## Appendix 1 - Accident/ Incident Investigation Form

<b>1. Name of organisation:</b>		<b>Date of Accident:</b> DD / MM / YY	
<b>Branch/department:</b>		<b>Time of accident:</b>	
<b>Location:</b>		<b>Date Reported:</b> DD / MM / YEAR	
<b>2. The Injured Person</b>			
Name:		Address:	
Date of Birth: DD / MM / YY			
Length of employment – at plant: on job:		Phone Number:	
<b>Injured part of body:</b>	<input type="checkbox"/> Head <input type="checkbox"/> Eyes <input type="checkbox"/> Ears/ hearing  <input type="checkbox"/> Hand <input type="checkbox"/> Fingers <input type="checkbox"/>	<input type="checkbox"/> Neck <input type="checkbox"/> Shoulders <input type="checkbox"/> Back/ spine  <input type="checkbox"/> Knee <input type="checkbox"/> Lower leg/ calf <input type="checkbox"/> Ankle	<input type="checkbox"/> Upper Arm <input type="checkbox"/> Lower Arm <input type="checkbox"/> Wrist  <input type="checkbox"/> Foot <input type="checkbox"/> Toes <input type="checkbox"/> Other Describe below
Comments:			
<b>Type of Injury:</b>	<input type="checkbox"/> Strain <input type="checkbox"/> Sprain  <input type="checkbox"/> Bruising <input type="checkbox"/> Dislocation	<input type="checkbox"/> Fracture <input type="checkbox"/> Amputation  <input type="checkbox"/> Foreign body <input type="checkbox"/> Laceration	<input type="checkbox"/> Cut <input type="checkbox"/> Burn  <input type="checkbox"/> Other (Describe below)
Comments:			
<b>3. Property or material damaged:</b>		Object/substance causing damage:	
Nature of damage:			

**4. The Accident:** Describe what happened.

If this was a motor vehicle accident, add a drawing of the accident scene on the other side of this page if you are using this form in hardcopy, or download a drawing if you are working electronically.

What caused the accident?

How serious could it have been?

☐ *Minor* ☐ *Serious*  
☐ *Very serious*

How often is this likely to happen again?

☐ *Not often*  
☐ *Occasionally* ☐ *Often*

Was the injury a result of failing to wear the correct protective clothing or equipment?

☐ Yes  
☐ No

Was the injury a result of failing to use the protective clothing or equipment in the correct manner?

☐ Yes  
☐ No

**5. PREVENTION:** What action has or will be taken to stop another accident like this happening?

Person(s) responsible for action:

Date action(s) completed:

Is personal protective gear required to eliminate, isolate or minimise this hazard?

☐ Yes  
☐ No

Comments:

**6. Treatment and Investigation of Accident**

6.1 Type of treatment given:

6.2 Name of person giving first aid:

6.3 Doctor/Hospital:

6.5 Was this a notifiable illness, injury, incident or event? **Yes/ No**

**Note: WorkSafe contact number for notifiable event: 0800 030 040**

6.4 Accident investigated by:

6.5 WorkSafe advised: **Yes/ No**

Date: DD / MM / YY

Date: DD / MM / YY

## Appendix 2 – Accident Incident Register

Date & Time	Location of accident	What caused the accident?	Was a hazard involved?	What action has or will be taken to stop another accident like this happening?	Injured Person's name	Employee, member of the public, contractor or other?	Occupation/ Job Title	Length of Employment	Time since arrival at work and occurrence of incident.	Treatment given.	Injured body part & type of injury.

### Appendix 3 - Hazard Management Form

Location :		Date :
Department:		
(1) Can the thing (machine or action) causing the hazard be substituted?		
(2) Can the thing (machine or action) causing the hazard be isolated?		
(3) Can you implement an engineering control to reduce or remove the hazard?		
(4) Can you implement an administrative control to reduce or remove the hazard?		
(5) If a risk then remains, can you further minimise that remaining risk through the use of suitable personal protective equipment.		
Additional Comments:		
Authorised by :		
Expected Completion Date :		
Actual Completion Date :		

## Appendix 4 - Hazard Register

Contractor Name:						
Date: ____ / ____ / ____						
1. Hazard Include details of Hazard below	2. Is the hazard risk level:  • High • Medium • Low	3. To manage the hazard, is it appropriate to:  • Substitute • Isolate • Mechanical control • Administrative control • PPE	4. CONTROLS REQUIRED (INCLUDING EXISTING & PPE)	5. PERSON RESPONSIBLE	6. DATE TO BE COMPLETED	7. COMPLETED (DATE AND INITIALS)

## Appendix 5 - Health and Safety Induction Checklist for Contractors

Contractor Name \_\_\_\_\_

Contractor Contact Details \_\_\_\_\_  
\_\_\_\_\_

Contractor Site Representative \_\_\_\_\_

Contact Details \_\_\_\_\_

Project Start Date \_\_\_\_\_

Project End Date \_\_\_\_\_

Note: Some of the following questions will probably be more relevant to the main contractor, than NZ Farriers Association. However, these questions such as Q's 20 & 21 have been left in this form to ensure awareness by NZ Farriers Association management & staff of the standards expected of a main contractor.

Requirement	Date Completed
1. Both the contractor and the client have sighted and signed a copy of the Work Agreement, including any health and safety requirements.	
2. Provided contractor with a full health and safety briefing, including specific hazards that may affect the contractor or their employees.	
3. Clearly outlined restricted areas.	
4. Explained the company rules that the contractor will be required to comply with.	
5. Given contractor a copy of <b>workplace evacuation plan</b> . Explained emergency procedures and location of the first-aid facilities.	
6. Provided any safety or other equipment required for the job, or verified that the personal protective equipment to be provided and used by the contractor is appropriate.	
7. Informed the contractor of any specific job instructions and work methods required (detail this below).	
8. Told the contractor of any reporting requirements, such as who to contact in case of absence or in an emergency in the workplace, and the process for reporting accidents and incidents including near miss events.	
9. The contractor has posted their own hazard register relating to the work that the contractor shall be performing in a visible place at the work site.	
10. Has a hazard management assessment been completed?	
11. Has the contractor scheduled regular hazard inspections for the work they are conducting?	



12. Has the contractor disclosed any hazardous substances/ dangerous goods that may arise as a result of their work?	
13. If the response to question 12 above was "Yes", has the Hazardous Substance/ Dangerous Goods Register been developed and completed and attached to the SDS and task analysis?	
14. Do you or the contractor know of any potential situations that require an emergency plan and procedure appropriate to the contractor work? E.g. Chemical spill, etc.	
15. If the answer to question 15 above was "Yes", has an emergency plan been implemented to cover the named situation?	
16. Does the contractor have a named first aid person on site at all times?	
19. Has the contractor provided the employee schedule of passport, advanced passport, supervisor gold card or any other relevant Health & Safety and Injury Prevention qualifications and evidence of competency?	
20. Has the contractor provided an approved site specific safety plan?	
21. Has the subcontractor completed any deficiencies noted?	
22. If the sub-contractor requires a site specific safety plan, has the subcontractor's site specific safety plan been approved & signed?	
23. A signed copy of the approved site specific safety plan has been forwarded to the subcontractor.	
Additional details:	

Contractor  
Representative .....

Date.....

Company/ Client  
Representative .....

Date.....

## Appendix 6 – Health & Safety meeting minutes

			Ref
1	Number of accidents & incidents this month		
2	Number of accidents & incidents year to date		
3	Number of notifiable illnesses, injuries, incidents & events (serious harm) that have been notified to Worksafe?		
4	Number of new hazards identified this month		Appendix 4
5	Outstanding issues from toolbox meetings		Appendix 6.1
5	Outstanding issues from previous health & safety meetings		
6	Has a site inspection been conducted this month? If so, list any outstanding items from the site inspection that have yet to be actioned.		Appendix 13
7	Any other business		

## Appendix 7 - Toolbox meeting minutes

Project/ Location: .....  Date: ..... /..... /.....	Meeting Attendees:	
Site Manager/ Foreman:		
Site activity/ safe work practices/ accident-incident investigations/ hazards discussed: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Employee matters raised:  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date to be resolved by:  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Task Analysis completed/reviewed: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date:  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

## Appendix 8 - Task Analysis Worksheet Template

<b>Job Description:</b>		<b>Location:</b>		<b>Operators:</b>		<b>Date:27/09/2016</b>	
<b>Personal Protective Equipment:</b> Note: No work is to be performed using the machine until PPE is in place and worn correctly: <ul style="list-style-type: none"> <li>○ Goggles or safety glasses</li> <li>○ Gloves</li> <li>○ No loose clothing!!</li> </ul>							
<b>Sequence of Basic Steps</b>		<b>Potential Significant Hazards</b>		<b>Hazard Control Method</b>			
List the four-eight steps required to complete the job. (Follow the flow of the Product or the Process.)		List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong. Use Seven Point Analysis.		List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard.			Person responsible to implement control(s):
<b>STEP NO.</b>		<b>STEP NO.</b>		<b>E / I / M</b>			
1.		1.1		M			

				M	2.1.2	
			2.2	M	2.2.1	
						SIGNAGE REQUIRED
PLANT REQUIRED:						
T/A COMPLETED BY:						DATE

## Seven Point Analysis

- Strain or sprain my back or other muscle
- Be caught in anything
- Slip, trip or fall on the same or different level
- Cause a fire, property damage or pollution
- Be struck by or against anything
- Come in contact with a hazardous substance
- Come in contact with an energy source

## Appendix 9 - Emergency Plan & Procedures

**In the event of an emergency evacuation alarm being sounded, all persons on the worksite are to evacuate the premises immediately and gather in the appointed emergency assembly area as shown by the site manager or lead contractor.**

**The site emergency evacuation plan and assembly point should be explained by the property owner or contact person prior to the commencement of work.**

**Persons present on the worksite are not to take personal effects or work tools with them in the event of an emergency evacuation.**

In the event of an emergency evacuation alarm being sounded, all persons on the worksite are to evacuate the premises immediately and gather in the appointed emergency assembly area.

Persons present on the worksite are not to take personal effects or work tools with them in the event of an emergency evacuation.

All sites are to have identified and marked all ground floor exits and escape routes on the emergency evacuation plan.

The assembly area is to be identified and marked on the emergency evacuation plan.

All main internal passageways are to remain clear and doors are to remain unlocked during work hours.

Fire doors are to remain closed.

Fire exits are to have the appropriate signage.

The site fire warden is to be appointed.

The site fire warden is responsible for ensuring the safe evacuation of the building and that all persons on site are accounted for in the event of an emergency evacuation.

The site fire warden is to appoint additional fire wardens if the size of the work site requires.

Fire wardens are to be appointed as responsible for a specific area of the work site. In the event of an emergency alarm, the fire wardens are to confirm that all persons working in or visiting their area of the work site have safely evacuated the site.

In the event that an offsite location does not have functional fire alarms, the work site manager is to ensure that an air horn or similar device is available to all persons present on the worksite to sound in the event of an emergency. This may require two or more air horns on site to ensure sufficient are available.

A trial emergency evacuation is to be held every 6 months.

**See next page for Emergency Evacuation Plan template**



## Appendix 9.1 - Emergency Evacuation Plan

In the case of emergency requiring evacuation of the project site, either:

Fire, Earthquake, Serious Accident, Structural Collapse, Tsunami, Explosion, Aviation Incident, Hazardous spill or practice evacuation

### The following warning will sound:

- If this warning sounds, **SHUT DOWN** all plant and equipment immediately.
- All personnel on the project site are to proceed immediately by the safest identifiable route and exit to the safe assembly point as shown on the site evacuation plan.
- All personnel are to remain at the assembly point until all personnel are accounted for.
- Do not return to the project site until the site manager has given the official clearance via emergency service officials.

### Medical facilities are located at:

### In the event of an emergency, dial 111. State the following to the emergency dispatcher:

We have an emergency at .....

We need help from ambulance/ fire police (state which of the emergency services will be required)

Directions to the emergency are .....

Our phone number is .....

The medical problem appears to be .....

### Send a staff member outside to meet the emergency services

Other Emergency telephone contact numbers:

Hospital ( )

Worksafe NZ 0800 20 90 20

Civil Defence ( )

Poison Centre (03) 474 7000

Power Company ( )

**Trained First Aiders are:** .....

**First Aid Kit & Fire Extinguisher is located at** .....

## Appendix 9.2 – Fire Wardens

Fire wardens should be identified by the site manager or lead contractor to representatives of NZ Farriers Association prior to the commencement of work.

Name	Area of Building

**Fire wardens are to be nominated to help ensure the smooth and safe evacuation of the premises in the event of an emergency.**

**Sufficient fire wardens are to be selected to ensure that all areas of the premises can be checked to ensure that all occupants have left the premises when the emergency evacuation alarm sounds.**

**Fire Wardens are identified by their bright yellow Hi-Viz vest and red armband.**

**Each Fire Warden is to report to the head Fire Warden and confirm whether their assigned area of the premises has been successfully vacated – or not. In turn the head Fire Warden is to report to emergency services, once all fire wardens have reported to him or her.**

## Appendix 10 – Site Inspection Form

Location :		Date :
Department :		
<p>The following hazards are to be considered when reviewing the worksite. Where a hazard is identified, remedial action is to be taken to remove the hazard or reduce it to an acceptable level.</p> <p>Important Note : Due to the nature of the work, many of the following may not often be relevant.</p> <p>However, given the nature of the work, please consider any item, action or piece of equipment that may present a risk to the health and safety of the animal, employees, contractors or other persons.</p>		
(1) Slip and trip hazards, e.g. any discarded objects lying around		
<b>If operating in the client stables or in your own workshop:</b>  (2) All fire escapes and egresses kept clear.		
(3) Electrical wiring, exposed or loose		
<b>If working in your workshop:</b>  (4) Have all electrically powered tools and machinery been tested and tagged ?		
(5) Leaks		
(6) Falling hazards, e.g. items stored at height in a dangerous manner.		
(7) Adequate air conditioning and heating.		
(8) No sharp edges, e.g. with shelving, desks.		
(9) Chairs are in good repair and safe to sit on.		
(10) All furniture such as shelving that presents a potential tipping hazard such as shelving is securely positioned either fasten to a wall or dead bolted to the floor.		

(11) Fire compliance, e.g. extinguishers serviced annually and pressure tested every 5 years.	
(12) Fire and security alarms serviced and fully functioning.	
(13) Have all first aid kits been inspected and are they fully stocked?	
(14) If at a commercial site, is there at least one qualified first aider on site and at any offsite location at all times?	
Additional Comments or issues not listed above:	
<div></div>	
Authorised by :	
Expected Completion Date :	
Actual Completion Date :	

Appendix 11 – Visitor & Contractor Sign In Register

Date	Name	Your Company	Person you are visiting	Reviewed the Hazard Resister Y/N	Reviewed Evacuation Process Y/N	Time In	Time Out	Signature

## Appendix 13 – Staff Training Register

Name	Department/ Location	Training Type	Training Provider	Course Description	Date Training Conducted	Date Training expires

## Appendix 14 – List of First Aiders

Name	Expiry Date

Most aid certificates are valid for a two-year period. However, make sure that this is confirmed with your first aid training provider, record the expiry date as above and place a copy of your trained first aiders certificates on file.

## Appendix 15 – Definitions & Duties (detail)

### 15.1 Definitions

#### Meaning of Person Conducting a Business or Undertaking (PCBU)

In the Act, unless the context otherwise requires, a PCBU means a person conducting a business or undertaking; whether alone or with others, whether or not the business or undertaking is conducted for profit or gain. PCBU does not include:

- a person to the extent that the person is employed or engaged solely as a worker, or an officer of the business,
- a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking,
- a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

#### Definition of workplace

The legislation defines a workplace as a place where work is carried out, including anywhere a worker goes or is likely to be while at work. This is to address uncertainty that some areas may not be workplaces.

#### Officer

- Defines a director, board member or partner.
- An officer can also be a person with a senior governance role, such as the business owner if the business owner is a sole trader or managing director.
- The business owner who is a member of the NZ Farriers Association officer must exercise due diligence to ensure that his or her business (PCBU) complies with health & safety legislation.

#### Officer Responsibilities

- Keep up-to-date with work health and safety matters.
- Gain an understanding of operations and associated hazards and risks.
- Ensure availability of appropriate resources and processes to manage those risks.
- Ensure that the business of the member of the NZ Farriers Association has appropriate processes for receiving, and responding to, information about incidents, hazards and risks.
- Ensure processes are in place for complying with health & safety duties.

#### Worker

A worker means an individual who carries out work in any capacity for NZ Farriers Association, including work as:

- An employee,
- A contractor or subcontractor,
- An employee of a contractor or subcontractor,
- An employee of a labour hire company who has been assigned to work in the PCBU,
- An outworker (including a homeworker); or
- An apprentice or a trainee,
- A person gaining work experience or undertaking a work trial,
- A volunteer worker,
- A person of a prescribed class.

#### Meaning of reasonably practicable

In this Act, unless the context otherwise requires, reasonably practicable, in relation to a duty of a PCBU set out in subpart 2 of Part 2, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

The likelihood of the hazard or the risk concerned occurring; and  
The degree of harm that might result from the hazard or risk; and



What the person concerned knows, or ought reasonably to know, about:

- (i) The hazard or risk; and
- (ii) Ways of eliminating or minimising the risk; and

The availability and suitability of ways to eliminate or minimise the risk; and

After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

## 15.2 Duties

The members of the NZ Farriers Association recognise that as per section 6 of the Health & Safety at Work Act 2015, duties of employers are set out as follows:

### Primary duty of care

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976895>

Members of the NZ Farriers Association will ensure, so far as is reasonably practicable, the health and safety of:

- Workers who work for members of the NZ Farriers Association,
- Workers whose activities in carrying out work are influenced or directed by Members of the NZ Farriers Association.

Members of the NZ Farriers Association will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Members of the NZ Farriers Association will ensure, so far as is reasonably practicable:

- The provision and maintenance of a work environment that is without risks to health and safety,
- The provision and maintenance of safe plant and structures,
- The provision and maintenance of safe systems of work,
- The safe use, handling, and storage of plant, substances, and structures,
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities,
- The provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of members of the NZ Farriers Association; and
- That the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

### 45 Duties of workers

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976914>

A worker must:

- Take reasonable care for his or her own health and safety,
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- Comply, as far as reasonably able, with any reasonable instruction that is given by a member of the NZ Farriers Association to allow NZ Farriers Association to comply with the Health & Safety at Work Act 2015 or relevant regulations; and
- Co-operate with any reasonable policy or procedure of a member of the NZ Farriers Association relating to health or safety at the workplace that has been notified to workers.

## 55 Duty to preserve sites

[http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM6544142.html?search=ta\\_act%40bill%40regulation\\_H\\_ac%40bc%40rc%40ainf%40anif%40bcur%40rinf%40rnif\\_an%40bn%40rn\\_25\\_a&p=3](http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM6544142.html?search=ta_act%40bill%40regulation_H_ac%40bc%40rc%40ainf%40anif%40bcur%40rinf%40rnif_an%40bn%40rn_25_a&p=3)

A member of the NZ Farriers Association who manages or controls a workplace at which a notifiable event has occurred must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector.

Exceptions to this include any action:

- To assist an injured person; or
- To remove a deceased person; or
- That is essential to make the site safe or to minimise the risk of a further notifiable event; or
- That is done by, or under the direction of, a constable acting in execution of his or her duties; or
- For which an inspector or the regulator has given permission.

## 58 Duty to engage with workers

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976956>

Members of the NZ Farriers Association will, so far as is reasonably practicable, engage with workers:

- Who carry out work for the business or undertaking; and
- Who are, or are likely to be, directly affected by a matter relating to work health or safety.

If a member of the NZ Farriers Association as an employer and workers have agreed to procedures for engagement, the engagement must be in accordance with those procedures. The agreed procedures must not be inconsistent with section 59.

## 59 Nature of engagement

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976957>

Engagement with workers under this subpart requires:

That relevant information about the matter be shared with workers in a timely manner; and

That workers be given a reasonable opportunity:

- To express their views and to raise work health or safety issues in relation to the matter,
- To contribute to the decision-making process relating to the matter,
- That the views of workers be taken into account by members of NZ Farriers Association as employers; and
- That the workers be advised of the outcome of the engagement in a timely manner.

If the workers are represented by a health and safety representative, the engagement must involve that representative.

**Note: A health & Safety representative is only required under the Act, if a business is categorized as high risk, or if there are more than 20 employees.**

## 38 Duty of PCBU who manages or controls fixtures, fittings, or plant at workplaces

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976899>

- NZ Farriers Association members as employers in managing or controlling fixtures, fittings, or plant in the workplace will, so far as is reasonably practicable, ensure that the fixtures, fittings, or plant are without risks to the health and safety of any person.

- Under the Act, Members of the NZ Farriers Association who in managing or controlling fixtures, fittings, or plant at the workplace does not owe a duty under that subsection to any person who is at the workplace for an unlawful purpose.

### **39 Duty of PCBU who designs plant, substances, or structures**

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976901>

1. This section applies to a PCBU (business of the member) who conducts a business or undertaking that designs:
2.
  - Plant, substance or a structure that is to be used, or could reasonably be expected to be used, as or at a workplace;
3. The designer must, so far as is reasonably practicable, ensure that the plant, substance, or structure is designed to be without risks to the health and safety of persons:
4.
  - Who uses the plant, substance, or structure for a purpose for which it was designed, or handles and stores the plant, substance, or structure.
  - Who construct the structure.
  - Who are at or in the vicinity of a workplace and who are exposed to the plant, substance, or structure.
  - Who carry out any reasonably foreseeable activity (such as inspection, cleaning, maintenance, or repair) in relation to:
    - The manufacture, assembly, use of, storage, decommissioning, dismantling, or disposal of the plant,
    - The manufacture, use of, proper handling, storage, or disposal of the substance,
    - The manufacture, assembly, use of, demolition or disposal of the structure,
5. The designer must give to each person who is provided with the design for the purpose of giving effect to it adequate information concerning:
  - each purpose for which the plant, substance, or structure was designed,
  - the results of any calculations, analysis, testing, or examination referred to in subsection (3), including, in relation to a substance, any hazardous properties of the substance identified by testing; and
  - any conditions necessary to ensure that the plant, substance, or structure is without risks to health and safety when used for a purpose for which it was designed or when carrying out any activity referred to in section 2 above.
6. The designer must, on request, make reasonable efforts to give current relevant information to a person who carries out, or is to carry out, any of the matters or activities referred to above.

### **40 Duty of PCBU who manufactures plant, substances, or structures**

<http://www.legislation.govt.nz/act/public/2015/0070/latest/link.aspx?id=DLM5976903>

1. This section applies to a PCBU (a manufacturer) who conducts a business or undertaking that manufactures:
  - Plant that is to be used, or that could reasonably be expected to be used, as or at a workplace,
  - A substance that is to be used, or that could reasonably be expected to be used, at a workplace,
  - A structure that is to be used, or that could reasonably be expected to be used, as or at a workplace.
2. The manufacturer must, so far as is reasonably practicable, ensure that the plant, substance, or structure is manufactured to be without risks to the health and safety of persons:

- Who use the plant, substance, or structure for a purpose for which it was designed or manufactured,
  - Who handle, store and or construct the substance at a workplace; or
  - Who carry out any reasonably foreseeable activity (such as inspection, cleaning, maintenance, or repair) in relation to:
    - The assembly, use of, proper storage, decommissioning, dismantling, or disposal of the plant,
    - The use of, proper handling, storage, or disposal of the substance; or
    - The assembly, use of, proper demolition or disposal of the structure; or
    - Who are at or in the vicinity of a workplace and who are exposed to the plant, substance, or structure or whose health or safety may be affected by a use or an activity referred to above.
3. The manufacturer must carry out, or arrange the carrying out of, any calculations, analysis, testing, or examination that may be necessary for the performance of the duty imposed above; to be without risks to the health and safety of persons.
  4. The manufacturer must give to each person to whom the manufacturer provides the plant, substance, or structure adequate information concerning:
    - Each purpose for which the plant, substance, or structure was designed or manufactured; and
    - The results of any calculations, analysis, testing, or examination referred to in subsection (3), including, in relation to a substance, any hazardous properties of the substance identified by testing,
    - Any conditions necessary to ensure that the plant, substance, or structure is without risks to health and safety when used for a purpose for which it was designed or manufactured or when carrying out any activity referred to above.
  5. The manufacturer must, on request, make reasonable efforts to give current relevant information on those matters referred to above to a person who carries out, or is to carry out, any of the activities referred to in the manufacture of plant, substances, or structures.

## Appendix 16 - New Employee Induction

Name ..... Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Role .....

Action	Y / N
1. Employee has been shown all staff facilities including lunch room and toilets.	
2. Employee has been shown the emergency evacuation procedure.	
3. Employee knows the location of fire extinguishers in the location that he/ she works in.	
4. Employee knows the identity of the workplace qualified first aiders.	
5. The location of the first aid kit is shown.	
6. Employee knows the identity of the workplace health & safety officer/ manager.	
7. The process of reporting accident/ incidents has been explained.	
8. The hazard management process has been explained.	
9. The employee has been adequately trained in the use of any equipment &/ or machinery that he / she is likely to be using at the commencement of employment, or has been buddied up with an experienced operator.	
10. The employee has been allocated all necessary PPE.	
Other:	






## Appendix 17 – Health & Safety Management Checklist


Note: The following form is intended as a summary of the core duties to be conducted as part of your health & safety management. Completing the following is expected to assist you in gathering evidence that all requirements under the Health & Safety at Work Act are met.

	Task	Ref	Frequency	Completed?
1	Site Inspection	Appendix 13	Monthly	
2	Accident Register updated for all incidents & accidents?	Appendix 2	Monthly	
3	Hazard Register updated for all newly identified hazards?	Appendix 4 & 4.1	Monthly	
4	Health & safety induction completed for all contractors where required?	Appendix 5	As required	
5	Tool box meetings held?	Appendix 6.1	Monthly	
6.	Health & Safety meetings held?	Appendix 6	Monthly	
7.	Trial emergency evacuation	Appendix 11	6 monthly	
6.	Fire Extinguishers checked by qualified person.		Annually	



## Appendix 19.01 – Task Analysis: Farriery



### Task Analysis: Farriery




<b>Job Description:</b> <i>Farriery</i>		<b>Location:</b>		<b>Operators:</b>		<b>Date:</b> 27/09/2016	
<b>Personal Protective Equipment:</b> Note: No work is to be performed using the machine until PPE is in place and worn correctly: <ul style="list-style-type: none"> <li>○ Goggles or safety glasses</li> <li>○ Gloves</li> <li>○ No loose clothing!!</li> </ul>							
<b>Risk Rating:</b> The seriousness of each potential hazard to the farrier identified below is assessed by the following ratings:  See section 5.1.3 for further explanation.		Very low risk	Low risk	Moderate risk	High risk	Critical risk	
							
<b>Sequence of Basic Steps</b>		<b>Potential Significant Hazards (risk)</b>		<b>Hazard Control Method</b>			
List the four-eight steps required to complete the job. (Follow the flow of the Product or the Process.)		List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong. Use Seven Point Analysis.		List the control methods required to <b>SUBSTITUTE (S), ISOLATE (I), MACHINE CONTROL (MC), ADMINISTRATIVE CONTROL (AC)</b> or <b>PPE</b> for each SIGNIFICANT hazard.			Person responsible to implement control(s):
<b>STEP NO.</b>		<b>STEP NO.</b>					



1.	Restrain & prepare the horse	1.1 	Risk that horse will be unsettled and potentially dangerous during process.	<b>AC</b>	1.1.1 Horse is caught in a manner that does not endanger the person or the horse. This includes: <ul style="list-style-type: none"> <li>• Gain initial attention,</li> <li>• Do not surprise the animal</li> <li>• Steady gentle approach,</li> <li>• Initial restraint.</li> </ul>	
				<b>AC</b>	1.1.2 Solutions for catching difficult animals can include: <ul style="list-style-type: none"> <li>• Verbal encouragement,</li> <li>• Use of feed,</li> <li>• Non-threatening body position/ language,</li> <li>• Additional people,</li> <li>• Confinement to smaller area.</li> </ul>	
				<b>MC</b>	1.1.3 Halter is fitted in a manner which maintains control at all times and with the horse and handler calm throughout the procedure.	




				<b>MC/ AC</b>	<p>1.1.4 The horse is led in different situations while maintaining control at all times and which is safe for the horse and the handler:</p> <ul style="list-style-type: none"> <li>• Gateways are opened and then shut immediately,</li> <li>• Stable doors are opened and then shut immediately,</li> </ul>	
				<b>MC</b>	<p>1.1.5 The horse is tied in a safe place, with a sufficient length of rope to maintain a comfortable position while standing.</p> <p>The knot used is to be a quick release knot such as a bowline or double half hitch.</p>	
				<b>AC</b>	1.1.6 Children and other animals are kept away from the area while work is in progress.	
				<b>AC</b>	1.1.7 Any loud machinery or other equipment that could make a sudden or loud noise are not operating while work is in progress.	
				<b>AC</b>	1.1.8 If the horse remains particularly unsettled and /or aggressive, consider postponing the job.	
2.	Prepare the horse and remove horse shoes.	2.1 	Risk that horse will become unsettled and potentially dangerous during process.	<b>AC</b>	2.1.1 Ensure that the horse is settled prior to commencement or work of removing horse shoes.	

				<b>AC</b>	2.1.2 Foot is picked up and held in a position that is comfortable for both the horse and farrier.	
				<b>MC</b>	2.1.2 Take care to lift or remove clench heads without causing damage to the hoof. Clenches are to be: <ul style="list-style-type: none"> <li>• Cut cleanly,</li> <li>• Straightened with buffer.</li> </ul>	
				<b>MC</b>	2.1.3 The shoe is loosened and removed while maintaining the foot in the natural holding position. Industry standards: <ul style="list-style-type: none"> <li>• With pincers from heel to toe alternately from inside to outside branch.</li> </ul>	
		2.2 	Examination of the hoof for potential problems.	<b>AC</b>	2.1.1 Determining the presence of: <ul style="list-style-type: none"> <li>• Cracks,</li> <li>• Bruising,</li> <li>• Separation,</li> <li>• Penetration.</li> </ul>	
3.	Assess the horse's leg & hoof confirmation and dress the feet.	3.1 	Performance criteria:	<b>AC</b>	3.1.1 Assessment of horse's leg & hoof conformation & action identifies stance, balance and movement.	
				<b>AC</b>	3.1.2 Obtain history of the horse from the owner to assist with decisions regarding effective hoof preparation. <ul style="list-style-type: none"> <li>• Present performance,</li> <li>• Present environment,</li> </ul>	

					<ul style="list-style-type: none"> <li>Past injury.</li> </ul>	
				<b>MC</b>	<p>3.1.3 Hoof wall is dressed to remove excess growth in accordance with the balance of the hoof capsule and intended use of the horse. Consider:</p> <ul style="list-style-type: none"> <li>To be reshod,</li> <li>To remain unshod,</li> <li>Future performance,</li> <li>Past performance.</li> </ul>	
				<b>MC</b>	3.1.4 Trimming of the seat of the corn and excessive sole & frog, results in a level shoe bearing surface.	
				<b>MC</b>	3.1.5 Bring the leg forward in a manner which is comfortable for the horse and dress any flare or excessive horn from the hoof capsule.	
				<b>MC</b>	3.1.6 Balance feet with a rasp to compensate for conformation faults that the horse has when in its natural stance.	
		3.2 	Risk of behaviour problems which prevent effective foot preparation and also present physical risk to the farrier.	<b>AC</b>	<p>3.2.1 Be aware at all times of:</p> <ul style="list-style-type: none"> <li>Restlessness,</li> <li>Leaning,</li> <li>Biting,</li> <li>Kicking,</li> <li>Striking.</li> </ul>	

4.	Shoe a Horse	4.1 	Select a shoe.	<b>AC</b>	4.1.1 Select the shoe and shoe the horse according to the relevant activity: <ul style="list-style-type: none"> <li>• Thoroughbred racing,</li> <li>• Trotting,</li> <li>• Pacing,</li> <li>• Hunting,</li> <li>• Show jumping,</li> <li>• Polo,</li> <li>• Hacking,</li> <li>• Driving,</li> <li>• Draught,</li> <li>• Hackney,</li> <li>• Show.</li> </ul>	
		4.2	Shoe are selected, shaped, fitted and finished according to the requirements of the dressed hooves, the activity and industry standards.	<b>MC/AC</b>	4.2.1 Consider: <ul style="list-style-type: none"> <li>• Conformation,</li> <li>• Hoof Condition</li> </ul>	
					4.2.2 Nails are selected according to the type of shoe <b>and shoe nailed</b> ; and clinched according to industry standards. Hoeing is completed within the expected timeframe according to the complexity of the job.	
		4.3 	Risk of behaviour problems which present physical risk to the farrier.	<b>AC</b>	4.3.1 Foot is held in a position that is most comfortable for the horse and the farrier.	
		4.4	Maintenance of hoof health	<b>MC</b>	4.4.1 Hoof is oiled with a standard hoof preparation.	

5.	Problems that can arise from shoeing process	5.1 	Causes and effect of lameness.		<ul style="list-style-type: none"> <li>• Nail prick,</li> <li>• Nail bind,</li> <li>• Sole pressure,</li> <li>• Overdressing the hoof,</li> <li>• Changes in hoof balance,</li> <li>• Changes in hoof length.</li> </ul> <p>Treatment is to be carried out in accordance with industry standards.</p>	
		5.2	Causes of lost shoes		<ul style="list-style-type: none"> <li>• Wear of shoe,</li> <li>• Poor surface fit,</li> <li>• Loose nails,</li> <li>• Badly fitting shoes,</li> <li>• Poor nail placement,</li> <li>• Sprung shoe,</li> <li>• Spreading of shoe,</li> <li>• Shearing of nail,</li> <li>• Treading,</li> <li>• Over reach,</li> <li>• Mud,</li> <li>• Pads,</li> <li>• Shoes not bearing on solid horn,</li> <li>• Weak Steel,</li> <li>• Poor quality nails.</li> </ul> <p>Solutions are to be implemented in accordance with industry standards.</p>	
6.	Completion of shoeing	6.1	Maintenance of a tidy work area.		6.1.1 Debris from shoeing activity is to be disposed of to a designated place.	
					6.1.2 Tools are stored in a dry, easily accessible location.	

		<b>SIGNAGE REQUIRED</b>
<b>PLANT REQUIRED:</b>		
<b>T/A COMPLETED BY:</b>		<b>DATE</b>

### Seven Point Analysis

- Strain or sprain my back or other muscle
- Be caught in anything
- Slip, trip or fall on the same or different level
- Cause a fire, property damage or pollution
- Be struck by or against anything
- Come in contact with a hazardous substance
- Come in contact with an energy source

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