



HEALTH & SAFETY AT WORK

Induction overview for working on our 3 Waters sites



We take **everyones** Health and Safety seriously

We have committed to building a strong and positive H&S culture

WORKPLACE WELLBEING, HEALTH & SAFETY COMMITMENT

OUR STANDARD:

Clutha District Council is committed to building a strong, positive culture and keeping our workers (employees, volunteers, contractors) and our community safe through our actions so our people go home safe and well every day.

We believe that demonstrating care for people is at the heart of health and safety, and without it our efforts will likely fail. We ask everyone to be involved and take pride in demonstrating positive workplace wellbeing health and safety practices.

Our organisation and leadership will:

- Build the capability, wellbeing, health and safety of our workforce.
- Lead from the top and champion wellbeing, health and safety.
- Get involved with wellbeing, health and safety practices.
- Commit to our S.A.F.E vision and improvement plan to lift wellbeing, health and safety performance.
- Provide a healthy and safe working environment, safe systems of work, and the equipment required to safely do a job.
- Ensure wellbeing, physical and mental health, and safety issues are all proactively managed, and support the safe return to work with any injured employees.
- Provide the critical controls required to start work.
- Comply with all relevant legislation, regulations, codes of practice and industry standards.
- Maintain and continuously improve our health and safety management system.
- Accurately report and learn from our incidents (including near hits).

Excellence in workplace wellbeing, health and safety is a team effort. We ask that our team members:

- Make wellbeing, health and safety a priority and lead the way.
- Be accountable and look out for the safety of others.
- Be part of the team effort to improve wellbeing, health and safety by reporting risks, incidents, near hits and health and wellbeing issues.
- Follow council's safe working methods, systems of work and return to work processes.
- Give feedback where there are opportunities for improvement.
- Address contractor and public safety.
- Only start work when critical controls are in place and it is safe to do so.
- Lead by example.

As Chief Executive and Reporting Officers, we shall ensure that workplace wellbeing, health and safety is central to what we do in delivering our services to our community.



We take **everyones** Health and Safety seriously

Our Life Saving Rules are the rules that we live by



Life Saving Rules



I will always think **SAFETY FIRST**



I will **REPORT ALL HAZARDS, NEAR MISSES** and **INCIDENTS IMMEDIATELY**



I will report to my **MANAGER** if I feel **FATIGUED** or **UNWELL**



I will **NOT** present for work under the influence of **ALCOHOL** or **DRUGS**



I will always **DRIVE** to the road rules



I will always wear **ALL REQUIRED PPE** for the task



I will always obtain **AUTHORISATION** to undertake any work



I will never remove any safety **CRITICAL EQUIPMENT**



I will always follow required protocols when dealing with **CHEMICALS** and **HAZARDOUS SUBSTANCES**



I will adhere to **SECURITY PROTOCOLS**

Our purpose

Clutha District Council (CDC) owns and operates Water Supply, Sewerage and Stormwater schemes that service 15,000 residents throughout the Clutha District.

Our vision

Together we shall create a workplace with quality health and safety knowledge and practices to remain **safe** and return **home** each day of our working life.

This induction provides an overview of **how we do things** on our 3 Waters sites as a commitment to lift health and safety performance and support everyone to return home from work healthy and safe.

Thank you



Getting to our sites

Some of our sites can be hard to find.

Getting there may require you to

- Drive through or work in geographical isolation and/or difficult areas to access, such as farm terrain.
- Drive through or work in an area not likely to be accessed by others, such as remote rural areas.
- Drive through or works in an area where communications are difficult, such as telecommunication black spots.

The Health and Safety at Work Act has identified working in isolated or remote situations as a hazard that must be managed.

Please include this in your health and safety planning when working on our sites.

Please follow our sign in procedures, including notifying us when you [leave](#) our sites



Working **safely** on our roads

Any person or organisation carrying out work or other activities on Clutha District Council roads is required to prepare and submit to Council a Traffic Management Plan.

This includes any contractors you engage to do work on the road corridor. They must have authorisation, a Traffic Management Plan and an appropriately qualified person onsite.

Some examples of the kind of roadside work requiring a Traffic Management Plan are: tree felling; ditch cleaning; installing an accessway; shelterbelt trimming; debris clearing.

GUIDELINES for submitting a roading form via Submitica to the Clutha District Council's Traffic Management Team are available on our website.

These roading forms can collectively be referred to as Corridor Access Requests or CARs.

A CAR is required for, but not limited to, the following activities:

- Any activity that will alter, or cause to be altered, the surface of any part of the road reserve, including but not limited to excavating, drilling and resurfacing, trimming and removal of trees
- The placement of any pipe, duct, pole, cabinet or other structure below, on or above the road reserve
- A new vehicle crossing, driveway works
- Building construction (commercial)
- Scaffolding works associated with renovations or building maintenance
- Shop front fit outs / repairs / replacements
- Crane operators
- Building cleaning/painting over 4 hours duration
- Events
- Road closures



Working safely **together**

on our 3 Waters sites

Our process:

We have legal obligations to consult, cooperate and coordinate with each other about overlapping duties, and arrangements to control risks.

Our processes include, but are not limited to, choosing competent contractors, exchanging information, planning and monitoring carefully, and undertaking post- contract reviews.

Here's the steps we take, for **safety's sake**:



1

All Contractors complete our pre approval process prior to work commencing

2

All Contractors complete Induction

3

All jobs require a Health and Safety planning

4

Extra care is required for high risk work

5

Jobs are inspected, and corrective actions are shared

6

We may undertake a post contract review

Working safely **together** on our 3 Waters sites

We have multiple
Water treatment plants,
Waste water treatment plants
and pumps stations across the
district, all varying in condition

Work **only** starts
when its **safe** to do so

VISITORS TO SITE

All visitors are required to comply with the sites Daily/Weekly pre-start form if it is being used while onsite. If there are no personnel onsite, you must read the visitors induction for that site then you must sign the accompanying sign on sheet.

BEFORE YOU START A JOB

- Every job will require a Daily/Weekly Prestart
- If Standard Operating Procedures (SOP) exist for the job, you should use them in conjunction with the Daily/Weekly Prestart. Do not do the job if you don't feel competent and/or safe.

WHEN A PERMIT TO WORK IS REQUIRED (PTW)

- Always obtain the appropriate authorisation to work (PTW) before starting any of the following work
 - o Confined space work
 - o Working at heights - for any work over 2m
 - o Excavation/trenching
 - o Hot work



Our multi hazard sites - hazards to expect

We are obliged by the following legislation to ensure that workers, contractors and visitors are informed of the hazards that could be encountered when entering our sites and the controls necessary to manage these risks.

- Health and Safety at Work Act 2015 (HSWA);
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Asbestos) Regulations 2016

All of our sites differ, the following highlights expected hazards, which, if are not robustly controlled become intolerable risks.



Electrical hazards



Open water bodies



Remote or isolated



Hazardous substances



Infectious waste



Other people ie farmers



Animals



Asbestos



Our multi hazard sites - hazards to expect

Risks to health and safety arise from people being **exposed to hazards** (anything that can cause harm).

Risk has two components

- the **likelihood** that it will occur and
- the **consequences** (degree of harm) if it happens

Under the Health and Safety at Work Act 2015, risks to health and safety **must** be eliminated so far as is reasonably practicable.

If a risk can't be eliminated, it must be minimised so far as is reasonably practicable.

Open water bodies

Controls include

- Life Jackets must be worn when working within 1.5m of an open water body
- Work in pairs

Remote or isolated

Controls include

- We will meet you on site for safe access and induction
- We will supervise all site visits where required



Our multi hazard sites - hazards to expect

Hazardous Substances

Chemical classes held on our sites **may** include:

- Class 2 Flammable Gas
- Class 3 Flammable Liquid
- Class 4 Flammable Solids
- Class 5 Oxidisers
- Class 6 Toxic
- Class 8 Corrosives
- Class 9 Ecotoxic

Chemical Classes **not** held on site:

- Class 1 Explosives
- Class 7 Radioactives

For further information on chemicals, see the:

- Label
- Safety Data Sheet (SDS)
- Technical Staff
- Certified Handlers

Controls include-

All personnel must comply with signage, access restrictions and safety systems put in place to keep everyone safe



All **access** to our sites must be approved



All **work** on our sites must be approved



Special access to our chemical rooms will only be granted **under supervision** and upon understanding of the **site specific emergency procedures**



Our multi hazard sites - **hazards to expect**

We **will** ask for your health and safety plan.

When working on our sites, we require you to document your work activities to identify what could harm the health or endanger the safety of workers and others.

Please:

- Assess work risks to decide which risks to deal with, and in what order.
- Think about which risks could cause injury, illness or death to workers or others.
- You must eliminate or minimise risks so far as is reasonably practicable



Infectious Waste

Controls include

- Keep yourself protected with adequate PPE for the task
- Hand washing with soap is a first line defense
- Vaccinations should be considered

Other people ie farmers

(Many of our sites are on active farms so its important to respect the land and land owners)

Controls include

- Permissions are required to access our sites. We ask that you work with your representative to plan work. We will do our best to consult with Farmers or landowners so there are no surprises.

Animals

(Many of our sites are on Farms. It is normal to see bulls, cows or sheep)

Controls include

- Do not approach
- Stay in your vehicle if an aggressive animal approaches
- Close all gates !

Our multi hazard sites - hazards to expect

Our assets **may** contain asbestos.

Anyone who works on the fabric of a building during maintenance, refurbishment, repair, installation and related activities may be at risk of disturbing asbestos.

Common occupations include:

- electricians, joiners, plumbers, gas fitters, heating and ventilation engineers
- labourers, roofers, plasterers and other construction workers
- data engineers, alarm installers
- surveyors, general maintenance engineers, painters and decorators.

Before starting the job – ask if there's any asbestos

Asbestos

Controls include

Asbestos Surveys have been completed on many of our sites to identify the location and condition of asbestos.

If we don't know yet - we need to complete the survey to find out before work starts.

What to do if you or your workers uncover or damage materials that may contain asbestos:

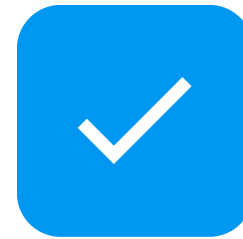
- Stop work immediately.
- Keep people away.
- Minimise the risk of spreading of contamination to other areas.
- Report to your site contact



Reporting

If you are involved in an accident

1. take all steps to prevent further injury
2. call 111 if required then inform us
3. do not speak to the press – we will help through this



All events (hazards, incidents, injuries and near hits) must be documented and reported to your site contact as soon as possible– this includes plant or property damage



Where requested, you may be required to assist in an investigation



We are required to report notifiable events to Worksafe



The accident/incident scene must remain undisturbed unless the movement of vehicles, objects, etc. is necessary to administer first aid, save life, prevent further injury, allow access for emergency services or prevent serious property damage.



We take **your
Health and Safety
seriously**
Working safely **together**
on our 3 Waters sites

Failure to follow our rules

Subject to investigation, a contractor may be removed from site, or may be stood down for a period

Cancellation of the contractors site induction and/or refusal to allow the contractor back on site may be an additional consequence of not abiding by site rules

Any incidents of failing to adhere to our rules will be formally communicated





Contact us



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03 419 0200**

