



Health & Safety May 2016 Newsletter

From 4 April 2016 Directors are personally liable for the Health & Safety of workers & other people

The penalties could be up to \$600,000 and/or 5 years jail for an individual or \$3million for a company
You cannot insure against these penalties!!

As a person conducting a business or undertaking you must take all reasonably practicable steps to ensure the Health & Safety of workers and other people. Where do you start?

STEP 1: IDENTIFY HAZARDS

- <http://www.business.govt.nz/worksafe/hswa/working-smarter/risks-by-industry> has some helpful ideas
- You need to involve staff in the process of identifying hazards. You need to visit all sites. Directors need to be involved.
- Include hazards to staff, visitors, customers, contractors, tenants and the general public if you work in public spaces.

STEP 4: MONITOR AND CONTROL

- Managing health and safety must be an ongoing process.
- You need to review control measures and incident reports on a regular basis. Making Health & Safety a topic at staff meetings could be one way to meet this requirement
- Is more training needed for new or existing staff?
- Then revisit STEP 1 regularly to see if there are any new risks that need to be managed.

STEP 2: ASSESS RISKS

- You need to determine which hazards to manage. To do this, order the hazards from most significant risk to least significant risk
- Consider which hazards could cause injury, illness or death and which hazards are most likely to occur.
- Workers need to be involved in assessing the risks

STEP 3: MANAGE RISKS

- Can you eliminate the risk?
If not, can you minimise the risk?
- Is there legislation governing how you should manage the risk?
- What is industry best practice for managing the risk?
- Do you need help from a Health & Safety specialist?



Safety matters

