

Health, Safety and Environmental Management Plan

# DCB Holdings

Health, Safety and Environmental Management Plan



Promoting the Effective Management of Health, Safety and Environmental Sustainability Across all Business Entities

Prepared by  
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# Health, Safety and Environmental Management Plan

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## Introduction

The Health, Safety and environmental management plan is designed to assist all entities under the control of DCB Holdings to address and actively manage its Health, Safety and Environmental obligations under the Health and Safety at Work Regulations 2015.

The DCB Holdings HSE Management Plan is a comprehensive set of workplace tools and resources supported by documented procedures, a free-phone advice line, effective hazard and accident reporting.

Once implemented the plan will assist both the senior management team and its direct reports to enable us to undertake our primary duties to ensure as far as reasonably practicable the health and safety of our workers whilst they are at work and our duty of care to other persons affected by the work that we are undertaking.

## Health and Safety Policy Statement

DCB Holdings and its operational entities will ensure, so far as is reasonably practicable the health, safety and wellness of all co-workers and persons who may be affected by the work that we carry out either at our central base or whilst out on site. To comply with this statement, we intend to provide the necessary duty of care by: -

- Complying with the Health and Safety at Work Act 2015 (HSW Act) and Health and Safety at Work Regulations 2015 (HSW Regulations), standards, relevant codes of practice and legislative guidelines.
- Create and maintain a safety conscious workplace where hazards are effectively managed, reduced and eliminated where possible.
- Providing safe plant, machinery and structures.

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- Providing and maintaining safe systems of work.
- Ensuring the safe use, handling, storage, training and transportation of hazardous substances.
- Providing and maintaining adequate facilities for the welfare of co-workers and visitors to the central site.
- Providing a structured training matrix to ensure the effective delivery of all task related training.
- Monitoring the health of all co-workers ensuring that there is an active culture in place to aid the prevention of work relating illnesses or injuries.
- Ensuring that all sub-contractors are duly trained in the tasks that we require them to undertake.
- Ensuring that all sub-contractors who are registered service providers to DCB Holdings have supplied copies of their HSE policy, Insurance certificates and proof of training.
- Accurately report and investigate all near misses, hazards and injuries.
- Consulting with and encouraging the participation of other duty holder, co-workers and their representatives on all matters regarding Health, Safety and Environmental compliance.
- Insuring the effective flow and delivery of government and legislative body information relating to Health, Safety and Environmental compliance.
- Providing safe access and exit from all work sites operated by DCB Holdings.
- Ensuring that all DCB Holdings Health, Safety, Environmental and Operational policies and procedures are assessed on an annual basis as a minimum.
- Ensuring that in the event of a workplace incident and accident that all affected policies, procedures and work instructions are critically analysed to ensure their structural credibility.
- Support the safe and early return to work of injured employees

The senior management team of DCB Holdings and its business entities acknowledges and accepts its responsibilities for health and safety compliance. While this statement of intent is not absolute we actively seek the engagement and cooperation from all employees engaged by DCB Holdings in achieving our health and safety objectives by adopting the following means: -

- To take ownership and responsibility for their own health and safety
- To take reasonable care that their actions do not adversely affect the health, safety and wellbeing of other persons
- That all employees will adhere to all DCB Holdings policies and procedures
- Comply with all reasonable instructions
- Identify and record all hazards, accidents and near misses ensuring that this critical information is passed to the senior management team
- Use Personal Protective Equipment provided

## Environmental Policy Statement

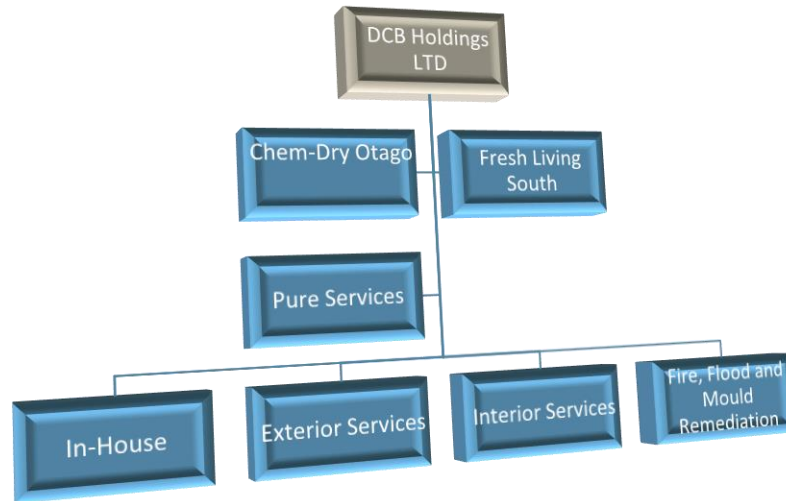
DCB Holdings and its business entities will work proactively to ensure that the practices undertaken are not in any way detrimental to the environment. The senior management team will support this initiative by one or more of the following: -

- Adopting the use of bio-degradable chemicals over all business operations
- Reducing our impact on landfill by effectively separating our rubbish and waste material
- Reducing our carbon emissions by effective scheduling and vehicle sharing
- Reducing our environmental impact by reducing our print material and adopting electronic storage and communication systems
- Reducing our toxic emissions by the regular maintenance and servicing of the vehicle fleet

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## Company Hierarchy



## Co-Worker Engagement and Information Flow

Through the effective implementation of this management plan we will ensure proactive lines of communication and methods of participation are fully in place to ensure that critical health and safety information is distributed to all relevant parties.

As a PCBU (Person Carrying Out a Business or Undertaking) we will engage with our co-workers to assist in: -

- Identify hazards and risks
- Make decisions on ways to eliminate and minimise risks
- Make decisions about ways about the effectiveness of our health and safety procedures
- Decide on appropriate practices to ensure co-worker participation

This will involve: -

- Using toolbox meetings and practical training sessions to ensure the effective flow of communication
- Advising co-workers as to the outcome of investigations, discussions relating to health and safety practices relevant to DCB Holdings and its business entities
- Adopting the integration of workplace HSE representatives

We will undertake this by: -

- Inducting all co-workers to our workplace
- Providing all co-workers with sufficient and up to date information relating to the management and effective control of health and safety
- Conduct weekly and periodical meetings so that HSE issues can be raised and discussed
- Ensuring that all HSE meeting notes are available to all parties where applicable

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## Workplace Safety Representatives / Committee

The senior management team will ensure the effective engagement of an appropriate number of HSE representatives to actively promote health and safety awareness in the workplace. Once elected all HSE representatives will be introduced to our team of co-workers and their responsibilities explained.

HSE representatives will act on behalf of all co-workers on all matters relating to the management and control of workplace health and safety.

DCB Holdings will ensure that all HSE representatives will undertake the correct level of HSE training in order that they fully understand their responsibilities.

## Identification of Hazards

DCB Holdings and its business entities will actively manage and investigate all workplace hazards. Typical hazards will include but not be limited to: -

- Sub-contractors
- Visitors
- Electricity
- Gas
- Ladders
- Plant and Equipment
- Power and Hand Tools
- Scaffolding
- Excavations
- Falls from heights
- Stacked and stored materials
- Hazardous Substances
- Overhead Work
- Moving vehicles and trailers
- Noise
- Manual Handling
- Biological Hazards and Waste
- Asbestos, Dust and Airborne Contaminants
- Lone Workers
- Young / Inexperienced Workers
- Drugs and Alcohol

As part of the investigation process risk assessments and safe systems of work will be implemented to aid the prevention of workplace accidents. These will have a review period of 12 months as a minimum unless a critical incident occurs whereby an immediate investigation will be carried out by the appropriate party.

A generic hazard register will also be used to record general workplace hazards. This document will be used for reference only and will not be accepted as a safety plan

## Risk Management

Once a workplace hazard has been identified and investigated DCB Holdings and its business entities will undertake effective control by Eliminating and Minimizing any risks to health and safety: -

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**Eliminate:** - Where reasonably practicable we will actively remove the chance of a hazard causing death, critical injury or illness.

**Minimise:** - In a circumstance whereby we are unable to eliminate a risk we will as far as reasonably practicable reduce the chance of the hazard causing death, critical injury or illness by one or more of the means below: -

- Reduce the hazard to a safe level or create an environment for the task to be carried out whereby the risk can be effectively managed and controlled
- Isolate the hazard to prevent unnecessary exposure
- Provide the correct Personal Protective Equipment to aid the protection to the co-worker
- Implement effective administration controls such as: - site specific safety plans, task relevant scopes of work
- Effective implementation and use of workplace and site relevant hazard boards

As a further method of control DCB Holdings and its business entities will ensure that effective risk management will form part of the weekly toolbox agenda.

## Personal Protective Equipment (PPE)

The senior management team will actively provide all co-workers with the necessary Personal Protective Equipment in order that exposure to hazards such as chemicals, noise and general injury are reduced to a safe and manageable level.

The senior management team also acknowledges that Personal Protective Equipment is only a method of personal protection and is NOT considered absolute. The use of (PPE) will NOT replace a site-specific safety plan nor will it be used to assume that the co-worker understands the site and related hazards. Should a co-worker be found not to be wearing the correct (PPE) they will be removed from site until they rectify the situation.

The senior management team will undertake the training of effective (PPE) use during the weekly HSE toolbox meeting.

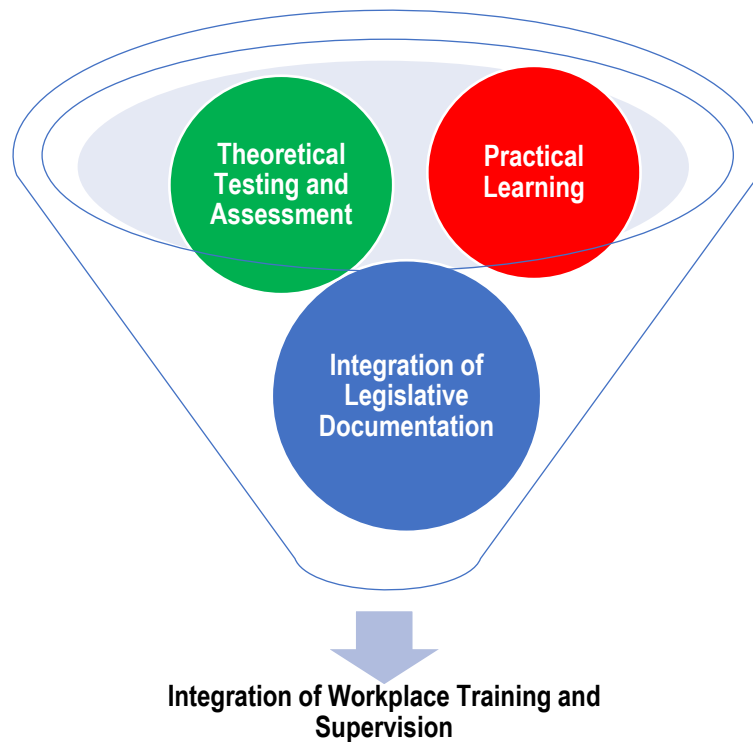
## Training and Supervision

As part of the employment process DCB holdings and its business entities will ensure that all co-workers complete an initial three-month period of task specific training to ensure their full understanding of all workplace procedures and the services offered.

- New employees will be proactively mentored by a suitably trained supervisor
- All sub-contractors will be required to prove their level of training and accreditation as well as providing copies of insurance certificates prior to any work being undertaken
- We will ensure that all co-workers are fully competent in the effective use of Personal Protective Equipment
- Copies of all risk assessments, safe systems of work, chemical MSD sheets and critical operational manuals will be readily available to all affected parties
- Head technicians and supervisors will ensure that critical information relating to training is passed onto their teams and recorded appropriately
- DCB Holdings will ensure the effective integration of workplace learning and development by ensuring full integration of the diagram below

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## Monitoring and Review

DCB Holdings will ensure that all policies and procedures are fully reviewed on an annual basis as a rule however if a critical incident occurs a full review and investigation of the relevant policies / procedures will overtake the previous instruction. Investigation findings will also be used as a learning tool for effective co-worker development.

## Hazardous Substances

DCB Holdings and its business entities recognise hazardous substances as chemicals that have been classed as having one or more of the following properties: -

- Explosive
- Flammable
- Self-reactive
- Oxidising
- Toxic
- Corrosive
- Dangerous to the Environment and Aquatic Life

As part of our effective strategy in the management and control of hazardous substances DCB Holdings and its business entities will undertake to ensure the following is in place: -

- Chemical MSD Sheets will be held on file and will be made available in both paper and electronic formats
- Effective and lockable storage areas will be provided
- The correct labels and spray bottles will be provided
- The necessary PPE will be provided for chemical decantation
- Control of Hazardous Substances will form part of the on-going agenda for weekly toolbox meetings

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- Hazardous Substance Control will also form part of the initial training program for all newly engaged employees
- The senior management team will also ensure that the correct workplace chemical signage is displayed in all relevant areas

## Visitors and Contractor Inductions

The senior management team will ensure that all sub-contractors and visitors are duly inducted both to the central and remote sites prior to any work being undertaken.

Visitors will be met at the main reception and will be required to sign in. Throughout the duration of their visit they will be fully accompanied by a fully inducted DCB employee.

## Accident, Illness and Injuries (Reporting)

DCB Holdings and its business entities will ensure that all worksites, vehicles have sufficient copies of injury and illness reporting forms. It will be a mandatory code of internal practice that all forms relating to injury and illness be fully completed and handed to the senior management team for investigation within two hours.

All work sites and vehicles will be fitted with first aid certificates and trained technicians will have up to date workplace first aid training.

At this point a decision will be made as to whether the injury is classified as a notifiable injury under the regulations as set out by Work safe NZ.

The senior management team will also ensure that an effective return to work and rehabilitation program remains in place and is fully utilised by injured co-workers to aid their successful return to the workplace.

## Health and Wellness Policy

DCB Holdings and its business entities fully acknowledges their responsibilities in relation to the health and wellness of its co-workers. The senior management team will take all practicable steps to ensure that employee health and wellness issues that are adversely affected by the work that we undertake are managed effectively and the exposure risks are duly reduced to safe and manageable level.

The senior management team will also proactively monitor all co-workers and reserve the right to ask co-workers to seek medical attention should the co-worker be in a position that they are unable to carry out their duties due to health issues.

The senior management team will also proactively manage an effective return to work scheme to aid the prompt return to work for unwell and injured co-workers.

## Drug and Alcohol Policy

Owing to the high-risk nature of the work that DCB Holdings and its business entities undertake as well as the diversity of sites on which we operate the senior management team reserve the right to proactively monitor all co-workers in relation to drug and alcohol consumption.

As part of their responsibilities the senior management team also reserve the right to restrict any co-worker or sub-contractor from the site or workplace if they feel that the person is under the influence of drugs or alcohol.

The senior management team also reserve the right to send any co-worker for drug and alcohol testing at any time due to the high-risk nature of the work that the business entities undertake. During periods of testing affected co-workers maybe be prohibited from attending the workplace until test results have been received and an appropriate course of action taken.

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## Site Reporting and Site-Specific Scopes of Work

The senior management team will ensure that all sites are provided with effective scopes of work relevant to the schedule of tasks to be undertaken. This will also include one or more of the following list below: -

- All notifiable works will be agreed by the relevant authoritative bodies prior to commencement of the task
- Technicians will be fully trained to safely undertake the tasks required
- Technicians will provide feedback on the effectiveness of the scope of work thus noting any changes to critical elements such as: - Health and Safety, Site Access etc
- Co-workers will be provided with all relevant Job Safety Analysis forms and Workplace Safety Management Plans to aid the adherence to the scope of work and to prevent injury and deviation from the required task

## Safe Plant and Equipment

DCB Holdings and its business entities will ensure that they provide the correct level of plant and equipment to ensure that co-workers are able to carry out their tasks in a safe manner.

All plant and machinery will be commercially sound and tagged for electrical compliance where applicable at least every three months. At this point safety guards will also be inspected as well as before each use.

Each piece of plant equipment will have a safe system of work to which all co-workers will be required to read and sign prior to use. The effective and safe use of plant and machinery will also form part of the weekly HSE toolbox agenda.

## Harmful Work Environments

Where a risk of illness or injury through exposure to hazards and these cannot be eliminated, DCB Holdings and its business entities will minimise these risks by monitoring exposure levels and will ensure the correct provision of the appropriate PPE.

## Exposure to Noise

The senior management team will ensure that all worksites are tested for noise levels on a regular basis. We will ensure that work is carried out in accordance with the Approved Code of Practice for the Management of Noise in the workplace.

Regardless of whether hearing protection is being worn, the senior management team will ensure that no co-worker is exposed to noise above the following levels: -

- Eight-hour equivalent continuous sound level of 85db
- Peak sound pressure level of 140db

All co-workers will be issued with AS / NZ 1270:2002 Class 5 hearing protection for any work that exceeds noise levels of 85db. Co-workers will also be afforded the decision between the use of ear muffs / ear plugs or a combination of both.

## Asbestos, Dust and Airborne contaminants

Where exposure to asbestos, dust and airborne contaminants present a hazard in the workplace, the senior management team will ensure that the workplace / site is monitored in accordance with Worksafe NZ guidelines. The senior management team will also undertake one or more of the following: -

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- Request to all parties that an asbestos assessment be carried out prior to DCB personnel entering a site or commencing with a scope of work
- HEPA vacuums and filters will be used as and when required
- Respiratory protection will also be provided as part of the co-workers` personal protective equipment
- Air monitoring of the workplace will be undertaken at regular intervals
- Co-workers will be trained on the site-specific hazards prior to entering the worksite
- Co-workers will be trained on the correct use of their Personal Protective Equipment
- Hazard identification and warning signs will be displayed as deemed necessary
- The senior management team and site controllers will also implement health monitoring programs for co-workers who are deemed to be at high risk due to the exposure of airborne contamination

## High Risk Work

DCB Holdings and its business entities will undertake as per their duties as a PCBU to ensure that all high-risk work is carried out in accordance with all relevant codes and practice and legislative frameworks.

## Electrical Work

The senior management team will assign the necessary work to a qualified tradesperson in order that the work be carried out in the correct manner as outlined in AS 3000:2007 Electrical Installations. They will also ensure that electrical work carried out will be accompanied by a certificate of compliance.

## Gas Installations

The senior management team will ensure that a qualified and registered gas fitter with a current practicing license. Any installation work as outlined in AS 5601:2013 Gas Installations. The installer will supply a certificate of installation as a working rule.

## Working at Heights

DCB Holdings and its business entities acknowledge its responsibilities for working at height under US 23229 and US 15757. The senior management team will ensure that technicians who undertake work at height are duly trained in this aspect as well as undertaking training in the use of harnesses and fall arrest systems.

## Use of an EWP

The senior management team will ensure that all technicians who use Elevated Work Platforms are certified and that they adhere to the best practice guidelines in this field.

## Access to Confined Space

The senior management team will ensure that all co-workers who need to access and undertake work in confined space are duly trained to the specification noted in AS / NZ 2865:2001, Safe working in a confined space. All work in this field will be completed under a Permit to Work System.

## Isolation of Supply / Lock Out System

DCB Holdings and its business entities will ensure that all works that require complete or partial isolation will have a permit to work. Once approved the technicians will adopt the use of a lock out system to ensure safety throughout the task.

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## Permits to Work

All work instructions that require High-Risk Work as listed above will require a signed permit to work. DCB Holdings and its business entities will undertake to ensure that all completed permit to work instructions are signed off and stored electronically for a minimum period of a month.

## Legal Obligations and Duties

DCB Holdings, its business entities and senior management team fully acknowledge its responsibilities under the Health and Safety at Work Act 2015. Critical areas of compliance are listed below: -

### PCBU Duties the Act

Every person conducting a business or undertaking (PCBU) must be in full compliance with the Health and Safety Act 2015 and all legislative frameworks.

### PCBU Duties

As a PCBU you are required to secure the safety of workers and other site personnel so far as is reasonable practicable. This instruction and duty of care includes and all site personnel and visitors.

To address the duties as a PCBU you must ensure you provide and maintain as far as is reasonably practicable:

- A work environment without risks to health and safety
- Safe plant and structures
- The safe use, handling and storage of substances
- Adequate facilities for the welfare of workers under your control
- Provide the necessary information to ensure individual and site safety
- Health and Wellness monitoring
- Maintain the security of the site under your control and restrict unauthorised access
- To provide effective training and supervision to all co-workers under your control
- To ensure that an effective hazard analysis and reporting procedure is in place
- Advise Work Safe NZ regarding all notifiable works
- In the event whereby a notifiable event occurs the PBDCU must ensure that the site or affected area is not disturbed until authorisation of clearance is given by an Work Safe inspector
- You are required to engage all co-workers in all matters relating to Health and Safety

## Rights of Workers

Co-workers have the right to politely refuse to undertake duties if they feel that risks are of an excessive level and that insufficient safety provisions have been provided.

## General PCBU Health and Safety Obligations

PCBUS must adhere to the following:

- That you do not contract out your health and safety obligations
- That you effectively manage risks relating to Health and Safety
- That you cannot contract out of your Health and Safety obligations
- That you do not transfer your Health and Safety obligations to another party

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## Duty to Consult

PCBU's are required to consult with all senior site and contractor personnel giving clear guidance as to the scope of work being undertaken and the risks relating to Health and Safety.

## Duty of Officers

Officers under a PCBU must exercise due diligence to ensure that the PCBU complies with their duties and obligations.

## Due Diligence

To exercise effective due diligence, you are required to complete the list below: -

- Acquire and keep up to date knowledge of workplace Health and Safety matters
- Gain a clear understanding of the nature of your operations and the hazards and risks associated
- To ensure that when work is carried out appropriate resources and processes are available to aid the prevention or elimination of workplace hazards
- Ensure that all processes are implemented for full compliance with all PCBU duties
- Verify and regularly checks all work practices
- Cease work immediately should any deviation occur from the agreed scope of work

By signing this document, the relevant parties acknowledge their responsibilities under the Health and Safety Act 2015 and the controls as set out by this Health and Safety Management Plan.

Managing Director: - Dave Begg

Signature: - *D Begg*

Date: - 19.12.2017

Operations Manager: - Adrian Hollamby

Signature: - *A Hollamby*

Date: - 19.12.2017

Review Date: -December 2018

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